

CORPORATE LEADERSHIP SERIES CURRICULUM

LEADERSHIP COMMUNICATIONS

How well you communicate can make or break your professional image. Ineffective communications can influence how others view your work, performance, competencies, skill sets and can ultimately impact career advancement.

Learn how to master the art of clear communication by identifying your communications style while learning how to be tactful, diplomatic and credible. Effective communicators are solid leaders who are admired for their values and consequently, others follow their lead.

CONFLICT MANAGEMENT

Conflict in the workplace is common and an inevitable aspect of human relationships. How you manage and resolve conflict is key in maintaining healthy and professional relationships at an organization.

Our conflict resolution program will provide you with the tools to identify and effectively resolve conflicts while building deeper and stronger relationships with coworkers and supervisors, as well as friends and loved ones.

INFLUENCE WITHOUT AUTHORITY

Today's organizations run on influence. Influence can help build the relationships necessary to obtain results from inside or outside formal power structures. Discover how to influence others to buy in to your ideas. Learn how to effectively manage situations when you are being challenged or when a colleague's support is required yet they have a different vision or direction for a project.

With this session you will find that success as a leader depends on the ability to get things done up, down and across all lines.

MOVING THROUGH ORGANIZATIONAL DYNAMICS

Build upon the skills of **Influence without Authority** by creating your unique influencing plan that incorporates concepts, skills and action planning within the context of your organizational dynamics. This strategic and practical application program dramatically increases the probability of success.

- Scale the barriers that prevent sustained intentional action
- Leverage key influencing and persuading concepts to increase buy-in and overcome resistance
- Create an action plan that influences and helps guide your team and company
- Understand five common reasons teams fail causing bright and talented people to become dysfunctional
- Analyze root causes and craft a plan to avoid these dysfunctions and build more cohesive teams
- Recognize the opportunity to influence by managing conflict constructively with an eye toward better relationships and improved outcomes

CREATING POWERFUL PRESENTATIONS

Today, presentations and public speeches are a part of every leader's responsibility. What distinguishes the successful professional from others is effective and persuasive leadership speaking and presentation skills. These skills are some of the most critical to success and to your individual and corporate image.

Creating Powerful Presentations addresses two vital components for the creation of powerful speeches or presentations. The first is accepting the necessary planning required prior to creating your "story". The second deals with organizing and structuring your presentation for immediate impact. These essentials, when packaged together, will allow you to be more comfortable, confident and persuasive while delivering an impactful and influential presentation.

DELIVERING POWERFUL PRESENTATIONS

Learn how to craft a meaningful and engaging message and/or story into your presentation that captures your audience. This session focuses on the vital components of delivering a message that is memorable and results in desired outcomes.

Segments of this program are videotaped.

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EFFECTIVE NEGOTIATIONS

For most people negotiation doesn't come easily. Natural-born negotiators are rare and few people consciously develop a consistently effective approach to negotiation on their own. This deficit in negotiation skills leads to personal frustration as well as incalculable losses in opportunity, efficiency and productivity.

Effective negotiation helps you resolve and create a win-win situation which involves finding a solution that is acceptable to both parties.

COACHING

One of the keys to effective leadership in today's business world is coaching. The old rules of management and supervision simply don't work in today's complex and diverse workforce. That's why effective leaders need to rely on the power of coaching to lead their teams to success. When it comes to improving team and individual performances, leaders must rely on investing significant time and effort in coaching to provide development in specific, targeted areas that challenge the individual to dig deep and form their own solutions.

TIME MANAGEMENT

Do you feel the need to be more organized and/or more productive? Do you spend your day in a frenzy of activity and then wonder why you haven't accomplished much? Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination, as well as problems with self-control. Skills involved in managing your time include planning for the future, setting goals, prioritizing tasks, and monitoring where your time actually goes.

Learn how to increase your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination and utilize a variety of methods to live a balanced life.

CREATIVE THINKING CHARGES STRATEGIC PLANNING

Creative thinking is the process of generating new and useful ideas in any domain e.g., in the arts, in business, at home, in science, etc. It is a cognitive skill which involves stimulating the brain to make new associations and connections in order to create an original thought – this is how creative ideas are formed and strategic plans are made!

This program is designed to teach you the processes of creative thinking using a tool-kit of practical creativity techniques. You will discover your personal creative thinking style in order to select the thinking tools which will harness your personal creativity. It is a highly practical course which focuses on teaching you how to be more creative in your everyday work environment. This means that you will be able to brainstorm new ideas on demand whether you are working on your own or in groups.

MEETINGS THAT WORK

Discover how to organize meetings that utilize time effectively in order to generate productive ideas, discussions and decisions. The more you manage the conditions under which people meet, the less you will need to manage their meeting behavior. This session offers ways for managing meetings with measurable results.

BRANDING FOR PERFORMANCE: THE IMAGE

The global business market is becoming more casual. Every day, business deals are lost due to ineffective communication between companies and clients, or a cherished new recruit is lost due to interaction problems in the office. This program will cover a range of topics, including the importance of attitude, first impressions, nonverbal and verbal communication guidelines, business relationships, entertaining etiquette, telephone and mail etiquette and more.