

# Leadership & Management Training Modules

## **Presentation Skills**

This module shows leaders how to be more effective and confident when presenting at meetings and events. Attendees come away with an improved ability to prepare any presentation, deliver it in a more captivating way, and be more confident and relaxed in front of any audience. Ways to organize and rehearse any presentations are also included. Specific public speaking issues and difficulties are also addressed in a Q and A session.

## **Essential Leadership Traits**

Several of the most important leadership traits are practiced in this action-packed training module. They include Extreme Integrity, Clarifying Expectations, Demonstrating Commitment, Taking Care of People, Inspiring and Motivating Others, Expecting to Win, Proactivity, Embodying High Principles, and Getting Out in Front.

## **Decision-Making**

One of a leader's prime responsibilities is to make important decisions well. A modeled decision-making strategy is laid out in detail along with practice exercises to help each attendee apply it. It includes the ability to identify which decisions are most important, which ones should be made quickly, which decisions should not be made quickly, and how to know when you've made a good decision. Participants practice using the new decision-making process on some of their own real-world situations.

## **Creativity Plus**

In this half-day to full day module, specific processes for accessing the creativity patterns of Walt Disney are covered in detail. They are followed by the patterns of genius that have been modeled from the notebooks of Leonardo da Vinci.

Then the specific questions and criteria used to stimulate innovation, drawn from Peter Drucker's work, are developed and explored in detail.

These initial themes are then applied to your specific challenges and current obstacles in an upbeat 'round robin' session. Everyone is invited to participate and join in as a brainstorming and creativity session par excellence unfolds. The result is that the group begins solving old familiar problems in new innovative ways. Some companies have reinvented their entire business model during this module.

## **Strategic Thinking For New Times**

This module consists of several strategic patterns for dealing effectively with a rapidly changing business environment and massive technology acceleration. It can include ways to

- Spot trends in any industry
- Use “minimum viable” thinking to allow for maximum flexibility
- Think in terms of process goals instead of only outcome goals
- Create a story-brand for differentiation
- Set unique markers for pivoting sooner so as to be more responsive to change
- Establish an overarching approach to attaining your company’s mission and purpose
- Clarify the set of critical success factors in your industry

## **The Art Of Deliberate Practice**

World class athletes, executives, and entrepreneurs use a certain set of patterns and habits that enable them to improve and develop their skills better and faster than their competitors. Those elements are practiced in this module. First each participant is encouraged to pick one skill they want to improve. Then, in a set of round-robin exercises, they learn how to apply a unique collection of deliberate practice methods to the skill they have selected. Participants come a way with a significant increase in their ability to practice and get better on their own.

## **Coaching People Up**

This module teaches a 5-step system for coaching other people up to higher and higher levels of skill, role, responsibility, and potential. The group breaks into pairs so they can coach each other using the new model. As they coach each other, they discover ways to

- Establish and maintaining rapport
- Increase attentive listening
- Increase empathetic responses
- Use powerful questioning
- Deliver constructive feedback
- Set goals for improvement
- Learn valuable lessons from past experience
- Assess performance
- Celebrate and acknowledge successes
- Recognize and develop unique strengths

## **Increasing Flow and Momentum**

This module is all about learning how to tap the extraordinary state called ‘Flow’. Participants learn how to

- Make time for flow
- Identify and recognize flow triggers
- Cultivate flow friendly environments
- Access their own flow state in different ways
- Overcome flow blockers
- Maintain momentum
- Sustain flow in collaborative settings
- Focus their flow state on key objectives both personally and professionally

## **ChatGPT For Managers**

This is an out-of-the-box training module filled with specific examples of how managers and leaders can begin taking ChatGPT to the max. It includes an overview of ChatGPT along with best practices and important considerations. This session is ideal for anyone who is new to ChatGPT. It is also great for managers who are already familiar with ChatGPT and who want to learn more creative ways to use and apply it. Themes include the ability to use ChatGPT

- As a personal productivity assistant
- To enhance sales support and customer engagement
- To maximize team collaboration and engagement
- To increase specific skills, learning ability, and amount of practice time
- To conduct market research and competitor analysis
- To create content, posts, reports, sales letters, emails, and web page copy
- To script presentations and meeting agendas
- For personal development and well-being
- To increase continuous improvement, innovation and experimentation
- As a personal trainer

## **Communicating Across Boundaries**

This module shows leaders how to communicate more effectively across boundaries and distances. Methods for connecting and building trust and cooperation are included for interacting on the phone, via email, in texts, and during online meetings and events. Ways to stay on track, address important issues, connect more frequently, and get responses when needed are all emphasized.

### **Time Management & Productivity**

Leaders identify their own specific time management and productivity constraints in this module and receive specific solutions for each issue that is holding them back from getting more done. Examples include: starting difficult projects, handling multiple projects and deadlines, planning more effectively, completing tasks, eliminating interruptions, getting the most important things done quickly and well, small-chunking larger tasks, increasing output, and identifying the highest priorities.

### **Motivating Others and Increasing Engagement**

Participants learn how to identify other people's unique 'motivation strategy' and use it to increase and catalyze action. Specific ways to communicate to team members so they want to be more involved, motivated, and engaged are included.

### **Strengths And Bringing Out The Best In Others**

This module is based on the principle that the unique strengths of the people in an organization give a company its competitive advantage. A group of people with a particular set of abilities helps an organization forge a value chain that cannot be easily duplicated by competitors.

Leaders learn how to clearly identify the strengths of others with more precision, and how to use those strengths more effectively and in creative ways to achieve organizational goals. In addition, an exercise is included so that every participant can clarify their own unique signature strengths in more detail than ever before, and discover new ways to make the most of them.

### **Delegating**

This module imparts a world class delegating process that was modeled from a senior executive at the Jet Propulsion Laboratory. It includes specific language and scripts for assigning tasks and responsibilities, dealing with reverse-delegation, handling resistance and delays, ensuring that critical tasks are getting completed on time, and following up.