

LEADERSHIP BUILDER WORKSHOP SERIES

UNLEASH THE CAPABILITY OF CURRENT AND
ASPIRING LEADERS

“Leadership is the art of getting someone else to do something you want done because they want to do it.”

-Dwight D. Eisenhower

FLEXIBILITY – The workshops are modularized so a delivery schedule can be set to minimize work disruptions and allow topics to be prioritized based on needs.

COMPETANCY BASED – Participants come out of each workshop with skills and competencies that they can immediately use to improve their job performance.

SPACED LEARNING – The workshops can be spaced over time to allow the participants to practice and master the material between sessions.

HIGH QUALITY MATERIALS – The participant workbooks allow them to refer back to the material when they need to refresh their memory for maximum benefit and value.

CUSTOMER FOCUSED TRAINING – Tailored training to meet individual client needs and help make critical implementation decisions for lasting results. You can choose one module or all of them.

Alidade MER, Inc. is an organizational reliability focused professional services firm focused on delivering insight, advice and support to those who lead people and manage physical assets.

The best organizations realize that their people are more than a cost item on their annual budget; they are intelligent human beings who want to be engaged in learning new and better methods. The best companies within any industry are those that invest in their employees by providing them with the tools to become a knowledgeable and committed workforce. Training is an absolute imperative that pays for itself many times over in terms of employee satisfaction leading to improved performance and attainment of organizational goals.

The Leadership Foundation Workshop Series was designed for organizations that recognize the enormous potential of their team members and who are willing to invest in their development. The subject matter in this workshop series was carefully selected to represent the most important topics in leadership development. It is based on over 25 years of research into skills that positively impact organizational performance.

Participants will develop knowledge and skills that will significantly increase their effectiveness in confidently interacting and leading others. You will develop reliable practices that will make you a more capable person as well as a more valuable member of your organization.

Leadership Foundation Workshop Modules:

- Building Trust within the Organization
- Creating Teams that Work Together
- Effective Communication
- Productive Meeting Management
- Handling Life’s Challenges
- Assuming Responsibility
- Conflict Resolution
- Empowering Leadership Techniques
- Setting Performance Expectations
- Time Management
- Delegating Team Decisions
- Strengthening Yourself and Others

Each workshop lasts between three and four hours and consists of a mixture of lecture and more importantly, interactive exercises to help you internalize the principles and apply the lessons to your work situation. The delivery of these services can be aligned to the needs and resources of your organization. You will have the opportunity to practice the concepts before moving on to the next workshop.

Contact Tom Moriarty, PE, CMRP for more information:

tjmpe@alidade-mer.com
(321) 773-3356
www.alidade-mer.com

Module 1: Building Trust

- The consequences of win-lose and win-win strategies
- How to achieve win-win
- How to improve trust
- Identify the biggest organizational trust issues
- Set personal goals for improving trust

Module 2: Creating Teams that Work Together

- Definition of a High Performance Team and how they differ from traditional teams
- The three elements of High Performance
- Four types of teams
- The stages of team development
- Creating an image and a name for your team

Module 3: Effective Communication

- How peoples perceptions and viewpoints differ
- The basics of face-to-face communication
- One-way and two-way communication
- Understanding the skill of listening
- Improve active listening skills

Module 4: Productive Meeting Management

- Characteristics of effective meetings
- How efficient and effective are your meetings?
- Guidelines to improve your meetings
- How to establish and run a meeting from an agenda
- A format for meeting minutes
- Three leadership roles for successful meetings
- Discussion skills to improve meeting quality

Module 5: Handling Life's Challenges

- Responding to challenging moments
- Patterns in your responses to key moments
- Explore the consequences of your behaviors
- Choosing positive behaviors during key moments
- Identify and challenge interpretations
- Change weakening beliefs to empowering beliefs

Module 6: Assuming Responsibility

- The meaning and nature of responsibility
- Understanding avoidance of responsibility
- Your willingness to accept responsibility
- See the available choices
- Claim "ownership" for results of your life
- The power & freedom that comes from accepting responsibility

Module 7: Conflict Resolution

- Keeping unhealthy conflict under control
- The five different conflict management styles
- How to respond to potential conflict situations
- Assess which conflict styles you most often use
- Practice a three step model for resolving conflicts
- Modify your conflict style; handle your current conflicts

Module 8: Empowering Leadership Techniques

- Commitment versus compliance
- How leadership can create commitment
- The four principles of empowerment
- The elements of empowerment
- Identifying what people need in order to be empowered
- Transferring power to others
- The Situational Leadership Model

Module 9: Setting Performance Expectations

- Confronting behavior that fails to meet expectations
- Discipline and conformity in building trust
- Non-negotiables for those whom you lead
- Practice the skill of harnessing harmful behavior

Module 10: Time Management

- Understand how you currently use your time
- Barriers to effective time management
- How to schedule time for the important things
- Set goals to guide your use of time
- A systematic approach to managing daily events

Module 11: Delegating Team Decisions

- Barriers to group decision making
- Methods of group decision making
- Practice consensus decision making
- Using a group decision making model
- Current decision making patterns
- Who is responsible for current team decisions?
- Shifting to ideal team decision making responsibilities

Module 12: Strengthening Yourself and Others

- Characteristics and consequences of co-dependency
- Difference between responsibility for/to another
- Credo for your relationships
- What you do that weakens others
- The valuing process as a skill to strengthen others
- What you can do to strengthen others
- Understand how contracting can be used to strengthen yourself and others