

LEADERSHIP DEVELOPMENT SERIES 2020



LEADERSHIP DEVELOPMENT SERIES GOALS AND OBJECTIVES

The Leadership Development Series helps supervisors, group leaders, and organizations meet the challenges of a rapidly changing business and industrial workplace. Each session concentrates on a critical performance requirement of today's leaders. After completing the entire series, participants will have a solid framework of knowledge, skill development, and workplace application.

In this Series Participant Will Learn How To:

- Create high-performing teams
- Improve individual and team problem solving strategies
- Sharpen your coaching and performance management skills
- Improve your ability to optimize individual and group performance
- Heighten your awareness of economic and social developments
- Increase cooperation and collaboration with other managers, organization units, and employees

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THE ROLE OF LEADERS :

The role of the leader has become increasingly complex and difficult. Successful leaders must be able to engage their staff to build an effective, highly motivated, and innovative team that delivers results – especially during uncertain and changing times. Supervisors and team leaders must master critical leadership techniques to make a successful transition to the roles of coach, teacher, and motivator. This session provides insights and tools needed to optimize both individual and unit performance.

Participants Will Learn How To:

- Critically and creatively think about the role and types of leadership on multiple levels (e.g., interpersonal, professional, organizational, civic, and global)
- Understand and apply network and team building concepts by identifying and cultivating a diverse set of relationships
- Apply leadership skills, and reflect on the use of these skills in a practical setting
- Effectively communicate and interact with diverse individuals and groups

MANAGEMENT - LEADERSHIP:

In management, we deal mostly with humans not machines. Therefore, to achieve our objectives we must motivate and lead people. When we lead people, motivate them, and constantly communicate with them, they will be interested in carrying out what has been allocated to them. Unless people are properly led, they will not do the intended task. People need to be constantly motivated and directed to perform the intended task we expect out of them. When people know what is expected of them, then the company's objectives will be achieved.

Participants Will Learn How To:

- Use organizational authority powered by human freedom
- Apply LEAN, speed-to-quality methods to improve coaching and HR
- Apply cognitive brain-science to key a smooth "mental game" for you and your team
- Engineer the "Listen-Ask-Build" model into all management-leader tools for productive communication
- Identify the important things and learn to keep first things first
- Identify weaknesses and areas to avoid, delegate, or further develop
- Understand the principles and processes of management in achieving goals and tasks

COMMUNICATION & LEADERSHIP:

Communication is a continuous or two-way process of reaching a mutual understanding, in which participants not only exchange (encode-decode) information, news, ideas, and feelings, but also create and share meaning. In any aspect of life, communication is the key. In this session, learn about the different forms of communication along with how to effectively communicate in the workplace.

Participants Will Learn How To:

- Decode and understand non-verbal communication
- Understand how communication affects others
- Listen and effectively communicate

TEAM BUILDING & MANAGING PEOPLE:

Empowerment and collaboration can play powerful roles in improving an organization's performance. Leaders need the tools and training to move from manager to collaborator/enabler. This session will cover the essential elements of team development and the teambuilding process, such as, the many roles team members play, factors which contribute to winning teams, group decision-making, putting team building theory into practice, and the detrimental effects of internal competition on achieving organizational goals.

Participants Will Learn How To:

- Define strengths as a team
- Adequately steer through tough team-oriented roadblocks
- Apply strategies for improvement when needed
- Review and assess the current state of team development

PERSONALITY INVENTORY & LEADERSHIP:

Discover your true color(s) with the color code by Taylor Hartman - and unlock your potential for success at work and at home. Take the test and find out what makes you (and others) tick. By answering the personality profile, you will no doubt gain insight and illumination that will start you out on a thrilling journey of self-discovery. Discover what your primary motivators are, identify and develop your natural strengths, and transform your weaknesses. Improve your relationships with yourself and others. Enhance your business performance. It is guaranteed to make a difference in every relationship you have, starting with the relationship you have with yourself.

Participants Will Learn How To:

- Define their own behavior and how it influences others
- Understand how their own personality affects leadership
- Apply what is learned to the leadership role
- Effectively adapt to the personality of others in leadership situations

PLANNING PROCESS:

Construction planning involves identifying all the required steps to build a structure, splitting them into defined activities, ordering these steps logically, and determining the necessary materials, manpower, and equipment. However, the principal of planning is the same in all industries. Planning implies that we must think through our goals and actions in advance and decide what to do and how to do it. Planning is based on a logical or systematic way rather than hunch. Planning should produce a picture of our desirable future.

Participants Will Learn How To:

- Establishing and Communicating Performance Expectations & Defining Standards and Goals - MBO vs TQM
- Performance Planning - Customer Identification & Communicating Universal Organization Values
- Planning Processes and Group Meetings & The Three Types of Performance Results

PUBLIC SPEAKING:

This session is full of techniques that will make any business or work presentation easier on your nerves. You'll learn powerful skills and solid strategies to survive presentations without much preparation time, respond smoothly when asked to make a few impromptu remarks, and never skip a beat when your audience starts drilling you with tough questions.

Participants Will Learn How To:

- Speak with clarity and confidence
- Understand how your public speaking affects others
- Express ideas in a professional manner

DEALING WITH DIFFICULT PEOPLE & MANAGING WORKPLACE CONFLICT:

In this workshop, you will begin to see conflict differently. You will be able to learn new tools or build on your current skills for addressing conflict and getting your work-life back on track. This class will use few fast-paced, hands-on exercises that will help to demonstrate how and why some routine methods can deescalate the frustration, anger, or worst. Additionally you will try out some tools to address conflict constructively and improve your workplace.

Participants Will Learn How To:

- Understand the difficult people in your lives. Learn how they think, what they fear, and why they do what they do.
- Learn new techniques in specific situations with all types of difficult people
- Apply sound conflict analysis models, tools, and processes
- Work toward reaching constructive outcomes through the use of collaborative processes
- Use theory to inform their understanding and apply pragmatic approaches to resolving conflicts
- Manage pitfalls through common sense strategies and establish a consistent communication stream

FINAL PRESENTATION:

Various industries use teams to present new information to colleagues or professionals. In the construction field, working as a team will not only benefit the individual, but will also benefit the company. The final presentation will be presenting on the information learned from the book, *7 Habits of Highly Effective People*. The presenters will use various methods to inform the audience about what they learned.

Participants Will Learn How To:

- Work in a team environment
- Use research methods in preparing for presentation
- Identify team member's areas of strength