LEADERSHIP DEVELOPMENT – Course Catalogue

"The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them."

- John C. Maxwell

Leadership Development: Course Catalogue

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Standard "a la carte" Leadership Learning Topics List

Leadership workshops can be combined into single/multi day delivery. All workshops include course workbook, experiential activities and practice sessions. Additional and/or custom topics upon request.

Topic	Description	At a Glance Content Highlights	Materials Provided	Length*	Virtual Option**
Personal Values and Vision	Clear values and vision are the basis for leadership practice. Learn more about what is important to you and how it impacts your leadership.	• Creating your personal vision • Defining personal values • Johari Window	• Course Workbook	.5 day	2 hours
The Emotionally Effective Leader	EQ is a more reliable indicator of leadership effectiveness than IQ. Receive your personal EQ Leadership Report and understand the role of EQ in effective leadership.	• Transformational Leadership • Personal EQi Debrief • EI and Effective Leadership • Leadership Derailers	• Course Workbook • EQi Assessment • EQi Leadership Report • 1-2-3 Action Template	1 Day	2 hours EQi Debrief only
Self and Others	Receive your personal MBTI report to learn more about your default behavioural and communication patterns. Make the links with how your preferences impact your interactions and relationships with others.	• Myers Briggs Type Inventory (MBTI) Step II debrief • MBTI and personal leadership • Applying MBTI at Work	• Course Workbook • MBTI Step II Assessment • MBTI Step II Report • Introduction to Type Book (MBTI)	.5 day	2 hours MBTI Step II Debrief only
Communicating Effectively	Interpersonal communication skills are the cornerstone of any manager or leaders' skillset. Understanding self and others through assessments such as the MBTI ensures you communicate in ways that resonate with team members at all levels.	• Effective Communication • Listening • The Experience Cube (Gervase Bushe) • MBTI and Communication	• Course Workbook • MBTI Type and Communication Book (MBTI) • The Experience Cube (Gervase Bushe)	.5 day	2 hours

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Coaching for Results	Managers and leaders can often achieve better results with a more coaching based approach. Learn the basic coaching skills, and coaching approaches that empower your team to find the strengths and solutions they need to take their performance to a new level.	• When to coach • Essential skills • Developing coaching approach • MBTI and Coaching	• Course Workbook • MBTI Type and Coaching Book (MBTI)	1 day	
Managing Conflict	Conflict management skills are important for managers and leaders in any industry. Learn how to recognize conflict, and guide it to a positive resolution rather than a toxic meltdown.	• Understanding Conflict Type • Dealing with conflict • Reframing conflict • MBTI and conflict	• Course Workbook • MBTI Type and Conflict Book (MBTI) • TKI Conflict Type Assessment	1 day	
Developing High Performance Teams	Developing high performance teams may be one of the most important responsibilities of a manager or leader. Learn how to support your teams to connect with each other, care about their work, and accomplish high quality work linked to the organization's vision and objectives.	• Creating team goals • Fostering team creativity • Team trust • MBTI and Team	• Course Workbook • MBTI Type and Team Book (MBTI)	1 day	
Leading for Accountability	Proactive accountability generates results more than reactive performance management. Learn an iterative and on-going process that involves goal setting, two-way communication, and regular feedback.	• Fostering accountability • Creating accountability through process	• Course Workbook	.5 day	2 hours

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Leading for Peak Productivity	Time and workload management as a skill that is critical to achieving peak productivity. Learn how to be highly effective while paying attention to work-life balance and recognizing the early warning signs of burnout.	• Dealing with Stress • Leading for high productivity • Balancing time and workload • Effective Decision Making	• Course Workbook • MBTI in The Grip Book (MBTI) • Risk Type Compass Assessment	1 day	
Leading Effective Meetings	Concise direction and skilled management of human dynamics allows leaders to create meetings that are valuable and well attended. Learn best practices, pitfalls and tips to run your best meeting yet!	• Keys to successful meetings • Agenda and template tools • Leading great meetings • MBTI and Meetings • Virtual Meetings	• Course Workbook • Templates	.5 day	2 hours
Leading Change	Helping others navigate change is a valuable trait for all leaders. Learn practical skills and tools that can help you to facilitate or lead change within YOUR work environment.	• Understanding change and transition • The Change Formula • Leading through change • MBTI and Change	• Course Workbook • MBTI Type and Change Book (MBTI)	1 day	
Developing Strategy	High functioning teams, departments, organizations, or programs must have a clear vision, values and goals/objectives in order to be successful and reach their potential. Achieve this through a proven strategic planning process.	• Organizational Pathways, Vision, Services • Big Hairy Goals • Decision matrix • Action Planning • Graphic process	• Course Workbook • Graphic Planning Templates • Graphic Report	1 day	

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Navigating Organizational Systems	Understanding what is predictable in human and organizational systems gives managers and leaders the skillset to effectively navigate the systems in which they work and live. Learn more about actions you can take to influence a system and the people within it.	• Powerful partnerships • Human Systems Dynamics • Strategies for success in organization • Power+Systems™ Organization Workshop	• Course Workbook (Power+Systems™)	1 day	
Situational Leadership	Leadership style essentially describes the 'way' in which a leader approaches a particular problem, situation, or solution. Learn about different styles, and how, depending on the situation, to transition between styles to achieve the best outcome.	• Situational Leadership Model ™ • Situational Leadership Skills • Goal setting, diagnosing and matching	• Situational Leadership™ Course Workbook	1 day	
Decision Making	Every leader has their preferred style decision-making. Learn how past experience, personal preferences, and natural tendencies all contribute to the way you approach challenges or problems in the workplace and how to make your best decisions.	• Decisions in complexity • Decision Map • Cynefin Framework • Compelling questions • 6 Hats Thinking	• Course Workbook	1 day	
Leading Projects	Most managers and leaders find themselves responsible to lead, or sponsor, organizational projects. Learn how to engage your team, move initiatives forward and avoid common errors in project approaches.	• Project Management Basics • Keeping projects on track	• Course Workbook	.5 day	2 hours

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Managing Performance	What keeps most managers up at night? Usually, it is the performance of their employees…and generally not the good performers. Learn a performance management process that monitors, evaluates, and contributes to the performance of employees.	• Recognizing Performance Issues • Performance Management Process	• Course Workbook	.5 day	2 hours
Emotionally Effective Organization Workshop	Combine the Emotionally Effective Leader and Navigating Organizational Systems in a powerful 2-day learning lab. Explore and share in an intense interactive activity around human systems dynamics and emotional intelligence (EI). Learn how to connect predictable systems issues with how EI influences both dysfunctions and effectiveness.	• Personal EQi Debrief • EI and Effective Leadership • Leadership Derailers • Powerful partnerships • Human Systems Dynamics • Strategies for success in organization • Power+Systems™ Organization Workshop	• Course Workbook (Power+Systems™) • EQi Assessment • EQi Leadership Report • 1-2-3 Action Template	2 days	

* Course length can be varied depending on content depth.

** Virtual options are reduced content and modified for virtual delivery format.

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