



# LEADERSHIP EXCELLENCE ACCELERATOR

2024

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# PERSONAL DEVELOPMENT

## CONTINUOUS LEARNING

### COURSE DESCRIPTION

**In today's rapidly evolving world**, the ability to learn continuously is a key driver of organizational success and personal growth. Our Continuous Learning Workshop is designed to equip leaders and professionals with the tools and strategies needed to foster an environment where ongoing learning and development thrive.

Participants will discover the critical importance of continuous learning for staying competitive and innovative. The workshop will guide you through the process of building and sustaining a culture that encourages and supports continuous learning within your organization. You'll gain practical insights into providing and integrating learning opportunities that engage and inspire your team, ensuring they remain motivated and committed to their personal and professional growth. Additionally, we will explore how to leverage technology and digital tools to facilitate ongoing learning and development.

**Join us for this transformative workshop and empower your team to embrace continuous learning, driving growth, innovation, and long-term success.**

### PROGRAM OBJECTIVES

**Recognize the critical role** continuous learning plays in maintaining competitiveness and fostering innovation within an organization.

**Identify common obstacles** to continuous learning and develop strategies to overcome them.

**Develop a personal learning plan** that aligns with your professional goals and ensures ongoing growth and adaptability in your leadership role.

**Demonstrate a commitment to continuous learning** by actively seeking new knowledge, skills, and experiences and by sharing your learning journey with your team to inspire and motivate them.

**Develop strategies to build and sustain** a culture that values and encourages continuous learning among all team members.

**Explore how to use digital tools and technology** to facilitate and enhance continuous learning opportunities.

**Learn how to foster an environment** where peer-to-peer learning and knowledge sharing are encouraged and facilitated.

**Develop plans to sustain continuous learning** efforts over the long term, ensuring ongoing growth and adaptability within the organization.

#### This program includes the following elements:

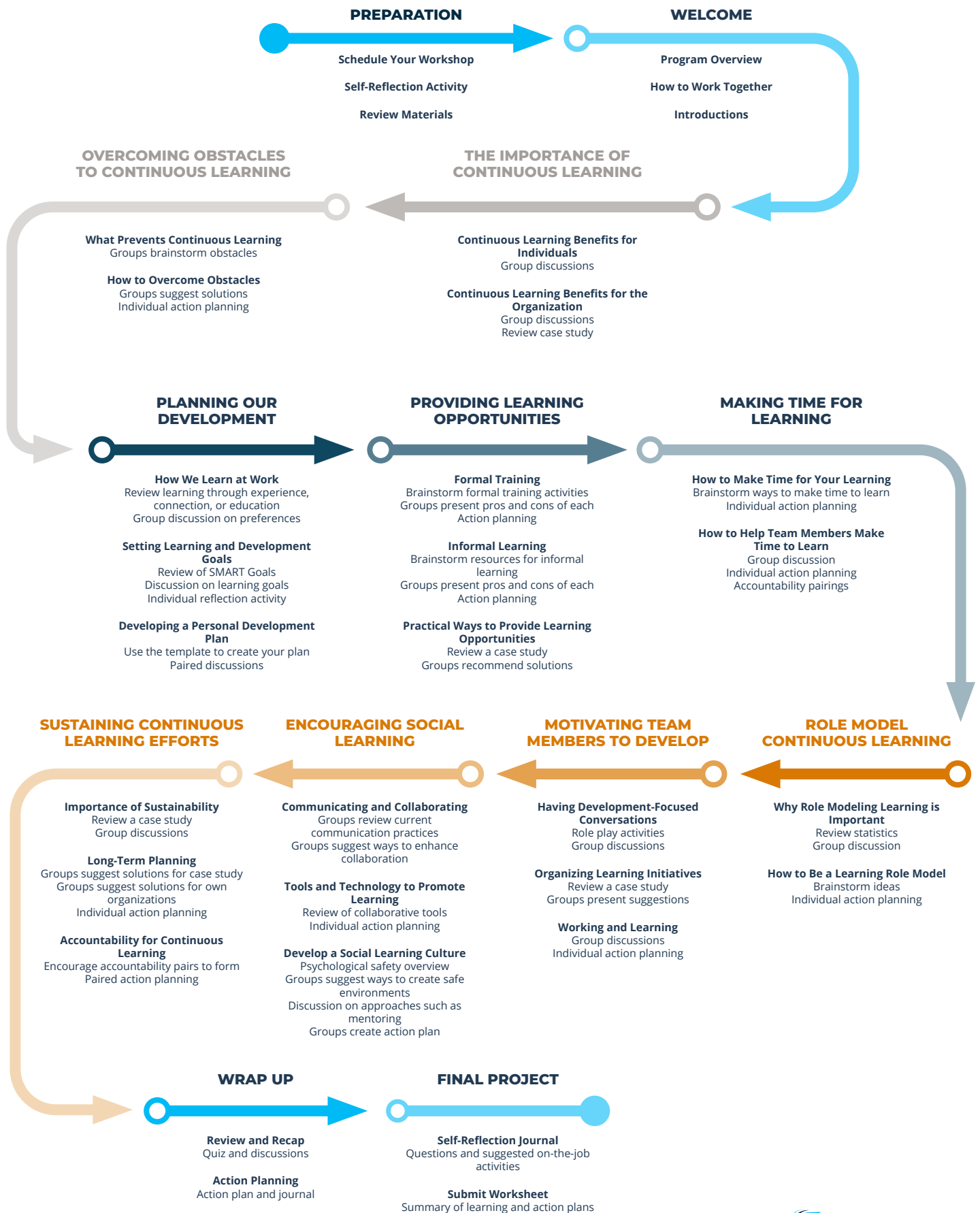
- Choice of delivery method: **Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop**
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Template – Learning Needs Analysis
- Template – Personal Development Plan
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# GIVING & RECEIVING FEEDBACK

## COURSE DESCRIPTION

**Effective feedback is a cornerstone of strong leadership and high-performing teams.** Our “Giving and Receiving Feedback” Workshop is designed to empower leaders with the skills and strategies needed to deliver and receive feedback constructively and confidently.

In this interactive and hands-on workshop, you will learn the art of providing clear, specific, and actionable feedback that drives improvement and motivates your team. Discover techniques to create a feedback-friendly environment, enhance your communication skills, and manage emotional reactions during feedback exchanges.

Gain practical experience with structured feedback models and learn how to seek and encourage continuous feedback within your organization. By mastering the balance of positive reinforcement and constructive criticism, you will build trust, foster growth, and enhance team performance.

**Join us to transform your feedback approach, to lead with clarity and empathy. Elevate your leadership impact and drive your organization toward excellence through the power of effective feedback!**

## PROGRAM OBJECTIVES

**Recognize the role of feedback** in personal and professional growth and its impact on team performance.

**Demonstrate techniques** for delivering clear, specific, and actionable feedback.

**Improve verbal and non-verbal communication skills** to ensure feedback is delivered and received effectively.

**Structure feedback using the SBI** (Situation-Behavior-Impact) model.

**Deliver balanced feedback** that acknowledges strengths while addressing areas for improvement.

**Develop strategies to manage and respond to** emotional reactions when giving or receiving feedback.

**Learn how to proactively seek feedback** from others and encourage a continuous feedback culture.

**Cultivate trust and rapport with team members** to facilitate open and honest feedback exchanges.

### This program includes the following elements:

- Choice of delivery method: **Either one 6-hour** in-person workshop or a **two-week blended learning journey with one 2-hour** live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

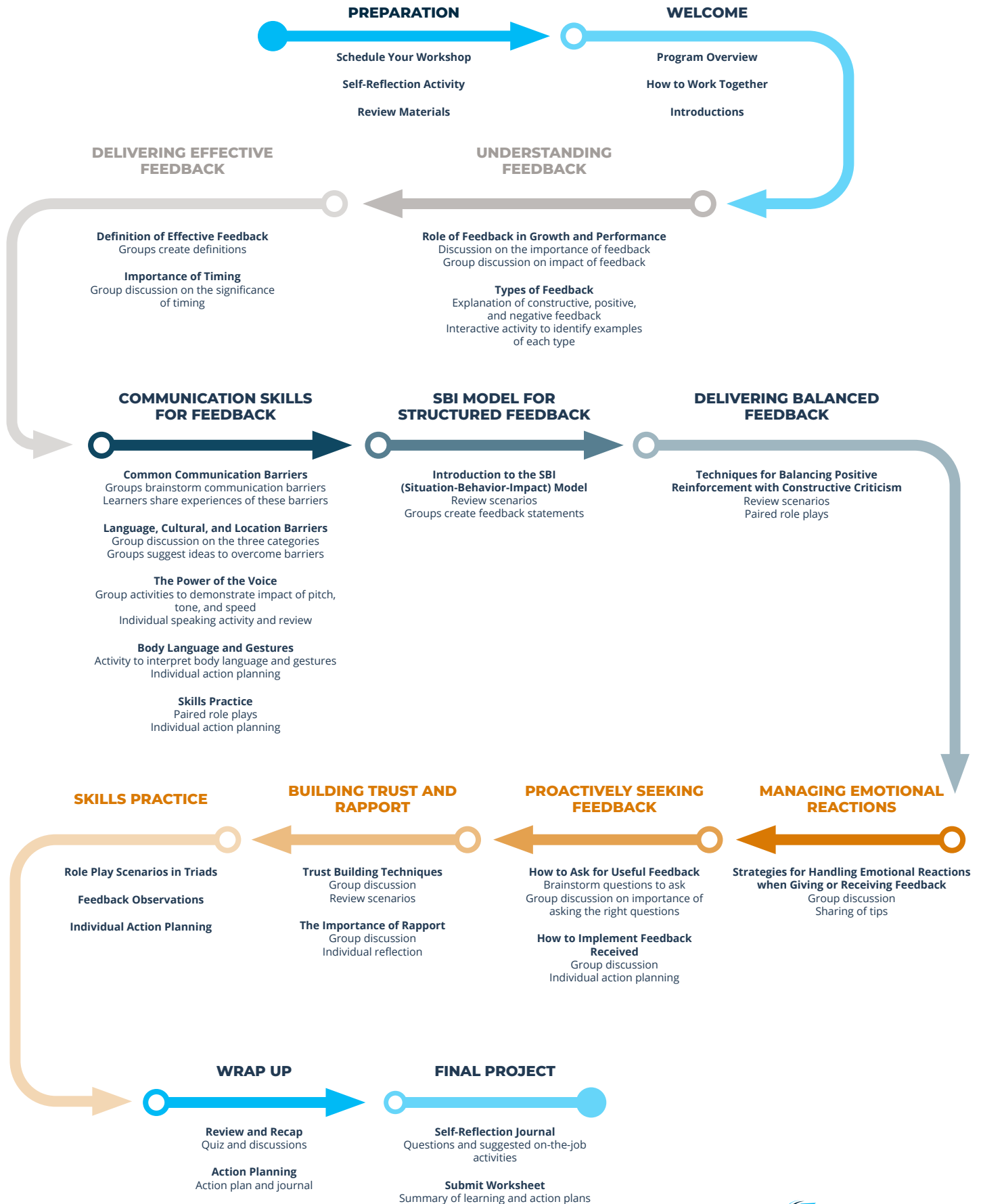
### Microlearning Toolkit

- Program Workbook
- Job Aid – SBI Model
- Job Aid – Giving Feedback
- Job Aid – Receiving Feedback
- A curated magazine with recommended additional reading and resources





# LEARNING CAMPAIGN MAP





# LEADERSHIP SKILLS

## BUILD EFFECTIVE DIVERSE TEAMS

### COURSE DESCRIPTION

**In today's globalized and fast-evolving workplace**, the ability to build and lead diverse teams is not just a valuable skill—it's essential for innovation, productivity, and sustainable success. Our Build Effective Diverse Teams Workshop is designed to equip leaders with the knowledge and tools needed to create inclusive environments where every team member can thrive. By attending this workshop, you will learn how to harness the power of diversity to drive performance, foster creativity, and enhance team collaboration.

This immersive workshop provides practical strategies to overcome common obstacles and leverage the unique perspectives and talents of each team member. Participants will explore how to cultivate an inclusive culture, improve communication across different backgrounds, and implement practices that promote equity and belonging.

**Join us for this transformative experience and leave with actionable skills to build stronger, more effective teams that can navigate the complexities of today's business landscape with confidence and agility.**

### PROGRAM OBJECTIVES

**Identify the importance of diversity** in the workplace and how it contributes to innovation, creativity, and overall team performance.

**Adopt strategies** to create and sustain an inclusive environment where all team members feel valued, respected, and empowered to contribute their best.

**Improve communication and collaboration** among team members from diverse backgrounds and working environments, ensuring that all voices are heard and understood.

**Identify biases and implement techniques** to mitigate their impact on decision making, team dynamics, and organizational practices.

**Use active listening skills** to receive messages in a diverse population, employ effective questioning techniques, and communicate with strength.

**Gain practical tools and methods** for inclusive leadership, including how to lead diverse teams effectively, build trust, and manage conflicts constructively.

**Develop the ability to adapt and thrive** in a dynamic, diverse work environment, enhancing your team's resilience and agility in the face of change.

#### This program includes the following elements:

- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Job Aid - Communicate with Power
- Job Aid - Interpreting Body Language
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP







# LEADERSHIP SKILLS

## COACH AND DEVELOP TALENT

### COURSE DESCRIPTION

**Unlock the potential of your team and elevate your leadership skills with our transformative workshop, Coach and Develop Talent.** This hands-on training is designed for leaders who aspire to foster a culture of growth and development within their organizations. In this workshop, you will gain essential skills to coach, mentor, and empower your team members to achieve their highest potential.

### PROGRAM OBJECTIVES

**Define talent management** and describe the benefits of talent development.

**Define coaching and mentoring** and explain the differences.

**Apply the GROW model to coaching conversations.**

**Identify and set appropriate goals** using the SMART technique of goal setting.

**Identify the steps necessary** in defining the current state or reality of your team member's situation.

**Collaborate with team members** to create development plans and motivate them to accomplish those plans.

**Demonstrate building and fostering trust** with your team members.

**Identify** when and which other growth opportunities would be more suitable.

#### This program includes the following elements:

- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Job Aid - The GROW Model
- Job Aid - Setting SMART Goals
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# LEADERSHIP SKILLS

## DRIVE EMPOWERMENT & ENGAGEMENT

### COURSE DESCRIPTION

**Unlock the full potential of your team with our transformative workshop, Drive Empowerment and Engagement.** Designed for leaders who aspire to create a motivated, innovative, and high-performing workforce, this workshop provides practical strategies to empower your team members and boost their engagement.

In this interactive session, you will learn how to foster a culture of autonomy, collaboration, and continuous growth. Through effective communication, inclusive leadership practices, and actionable feedback techniques, you'll discover how to inspire your team to take initiative, work cohesively, and achieve remarkable results.

**Join us to enhance your leadership skills and drive lasting empowerment and engagement within your organization.**

### PROGRAM OBJECTIVES

**Define empowerment in the workplace** and understand its significance in fostering a motivated, innovative, and high-performing team.

**Identify the practical strategies** you can adopt to empower your team members.

**Demonstrate effective communication techniques** that foster an open, inclusive, and empowering environment.

**Demonstrate inclusive leadership practices** that ensure all team members feel valued, respected, and empowered to contribute their best.

**Describe methods to enhance collaboration and teamwork**, creating a cohesive and supportive team environment.

**Demonstrate delivering constructive feedback** that motivates and empowers team members to improve and excel.

**Develop actionable plans** to apply the principles and strategies learned in the workshop to your own team or organization.

#### This program includes the following elements:

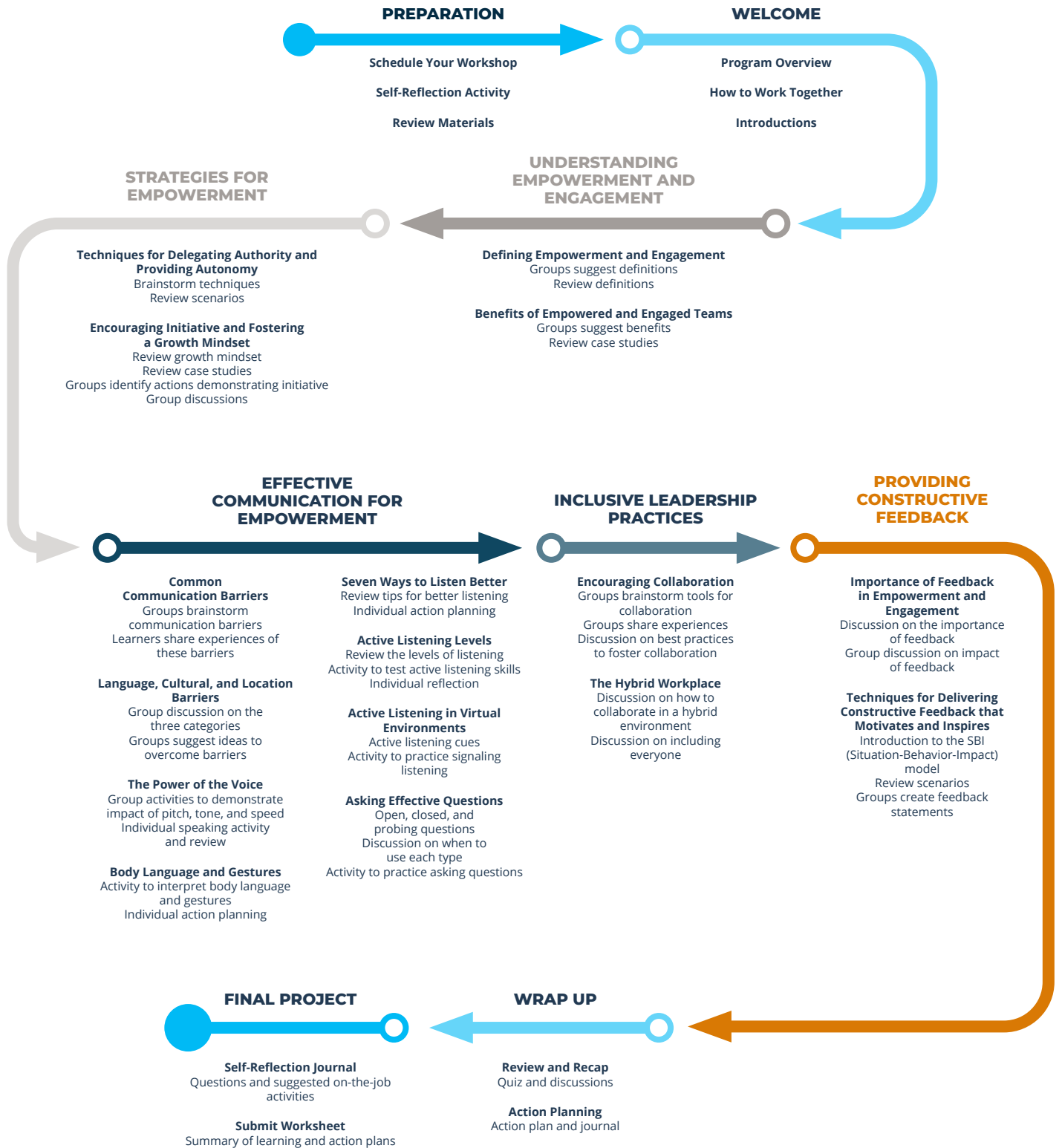
- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Job Aid - Communicate with Power
- Job Aid - Interpreting Body Language
- Job Aid - SBI Model
- Job Aid - Giving Feedback
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# LEADERSHIP SKILLS

## INSTILL SAFETY & TRUST

### COURSE DESCRIPTION

**In today's fast-paced work environment, creating a foundation of safety and trust within your team is more crucial than ever before.** Our Instill Safety and Trust Workshop is designed for leaders who aim to cultivate an atmosphere where team members feel secure, respected, and empowered to contribute their best. This workshop will equip you with the knowledge and tools to foster psychological safety and trust, driving enhanced performance, innovation, and collaboration within your team.

During this interactive session, you will explore the key elements that contribute to a safe and trusting workplace, identify common barriers, and learn practical strategies to overcome them. Through engaging discussions, real-world scenarios, and hands-on activities, you will develop essential skills in communication, feedback, and inclusive leadership. Join us to transform your leadership approach and build a cohesive, high-performing team where every member feels valued and inspired to excel. Don't miss this opportunity to enhance your leadership capabilities and create a thriving work environment.

**Join us to take the first step toward instilling safety and trust in your team!**

### PROGRAM OBJECTIVES

**Define the concepts of psychological safety and trust** within teams and understand their critical role in fostering a high-performing, cohesive work environment.

**Demonstrate how to communicate openly and honestly,** ensuring transparency and fostering a culture of trust within your team.

**Identify practical techniques** to create and sustain an environment where team members feel safe to express their ideas, take risks, and share concerns without fear of negative repercussions.

**Identify methods to build collaborative relationships** within your team, promoting mutual respect, support, and understanding.

**Demonstrate giving and receiving constructive feedback** in a way that maintains trust and encourages continuous improvement and development.

**Describe the behaviors and actions that exemplify trustworthy leadership** and learn how to model these qualities to inspire confidence and reliability in your team.

**Implement inclusive practices** that ensure all team members feel valued and respected, contributing to a safe and trusting environment.

**Describe how to establish a culture of accountability** where team members feel responsible for their actions and commitments, reinforcing trust and reliability.

#### This program includes the following elements:

- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

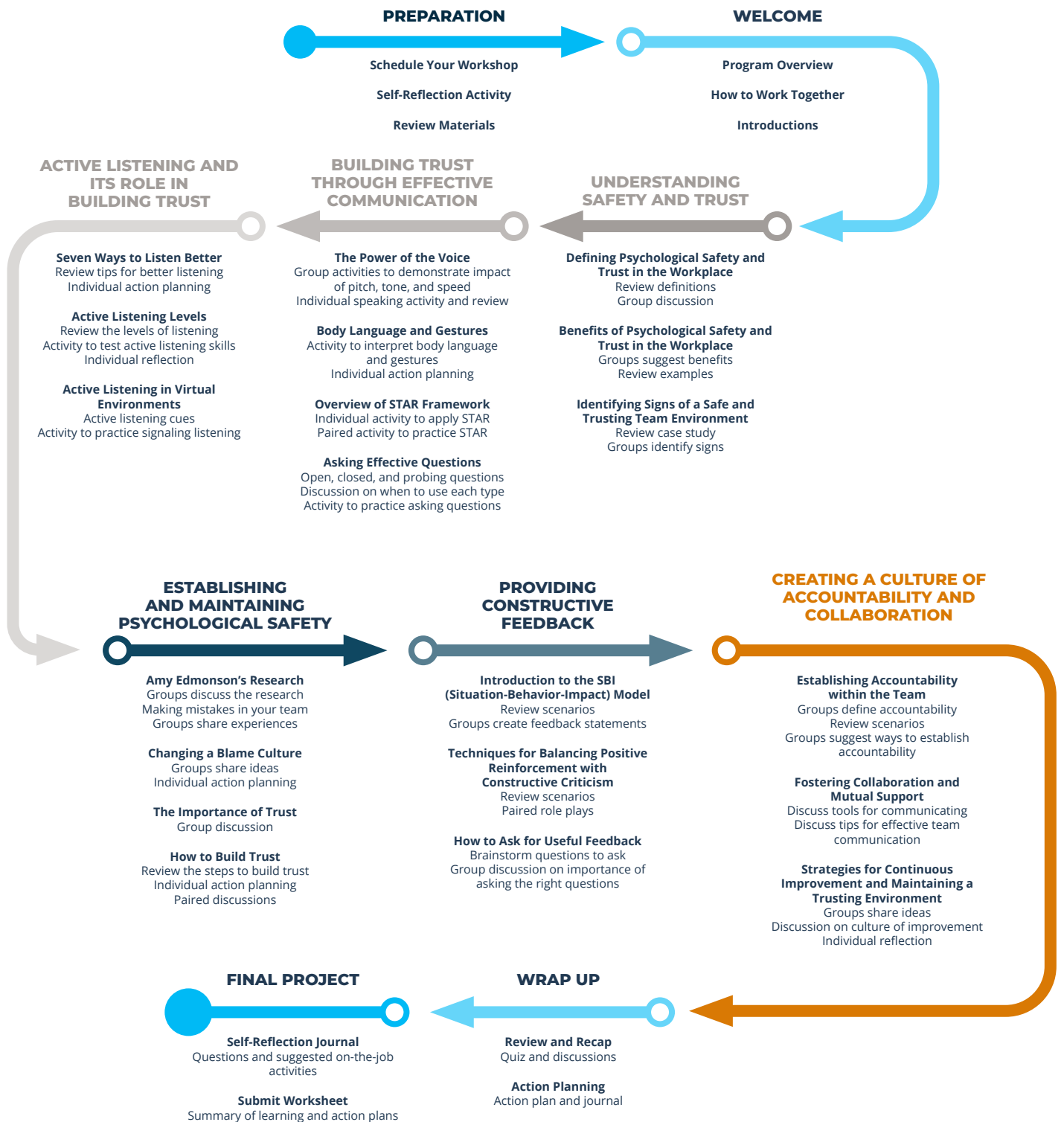
#### Microlearning Toolkit

- Program Workbook
- Job Aid – Communicate with Power
- Job Aid – Speaking like a STAR
- Job Aid – SBI Model
- Job Aid – Giving Feedback
- Job Aid – Receiving Feedback
- A curated magazine with recommended additional reading and resources





# LEARNING CAMPAIGN MAP





# PERSONAL DEVELOPMENT

## EMOTIONAL INTELLIGENCE

### COURSE DESCRIPTION

**Unlock the power of emotional intelligence with our transformative workshop!** Dive deep into practical strategies for self-management, self-awareness, self-regulation, self-motivation, and empathy. Learn how to master your emotions and improve your verbal and non-verbal communication skills. Discover the tangible benefits of emotional intelligence and how it can enhance your professional relationships and performance. Whether you're looking to balance optimism and pessimism or seeking to positively impact those around you, this workshop will equip you with the tools you need. **Join us to elevate your emotional intelligence and create a more harmonious and productive work environment.**

### PROGRAM OBJECTIVES

**Define and implement strategies** for self-management, self-awareness, self-regulation, self-motivation, and empathy in daily activities.

**Recognize and control emotions** to improve decision-making and interactions.

**Communicate clearly and effectively** with others through spoken words.

**Utilize body language, facial expressions, and tone of voice** to enhance non-verbal communication.

**Identify and leverage** the advantages of emotional intelligence for personal and professional growth.

**Apply emotional intelligence skills** to improve relationships and performance in the workplace.

**Maintain a balanced perspective** by managing both optimistic and pessimistic thoughts.

**Positively influence and inspire** others through improved emotional intelligence skills.

#### This program includes the following elements:

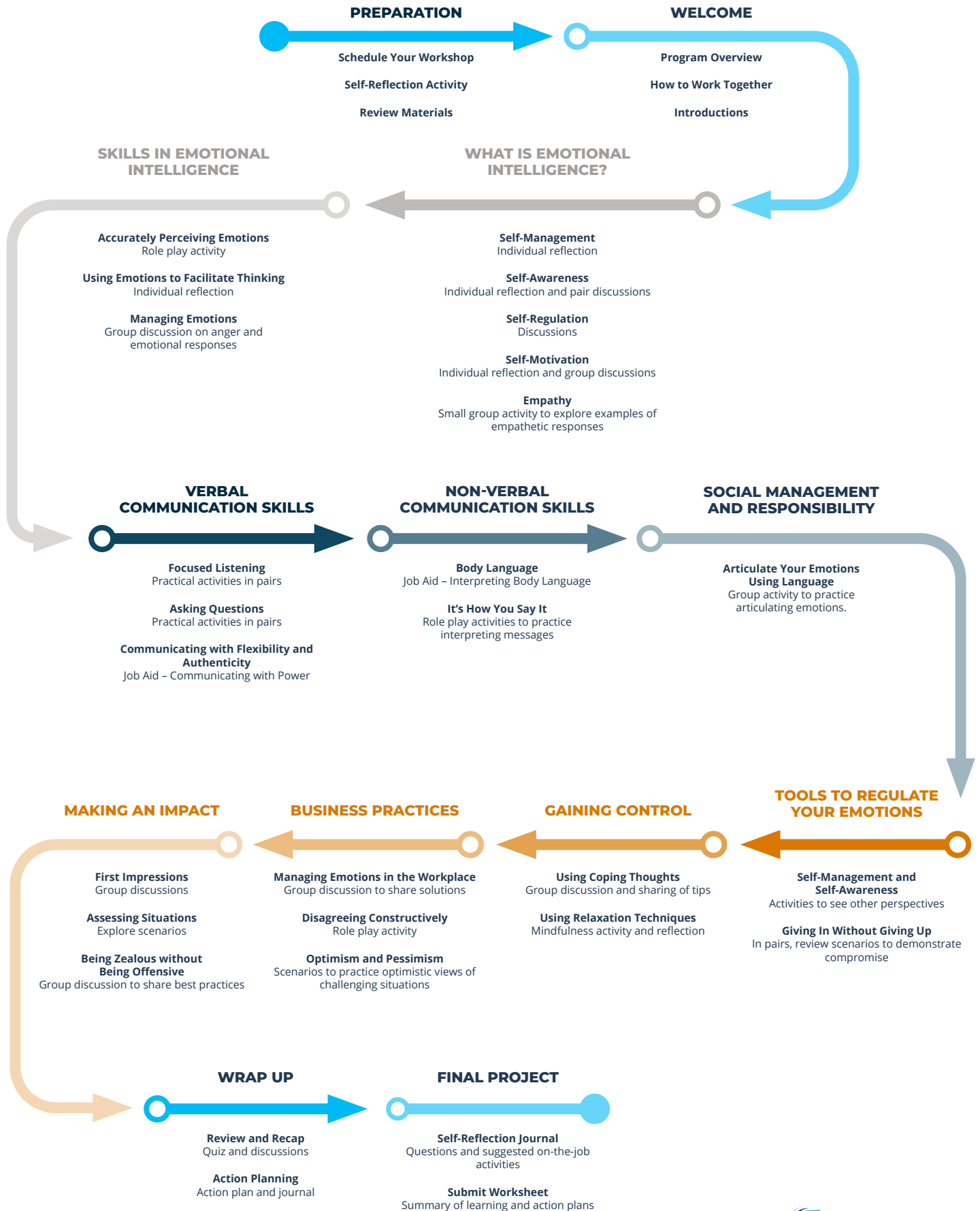
- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Job Aid - Communicate with Power
- Job Aid - Interpreting Body Language
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# PERSONAL DEVELOPMENT

## INFLUENCING SKILLS

### COURSE DESCRIPTION

**Unlock the power of influence with our Influencing Skills workshop, designed specifically for leaders who want to drive positive change and achieve their goals.** In this dynamic and interactive program, you'll learn the core principles of influence, master various influencing styles, and develop strategies to build credibility and trust.

Discover how to communicate persuasively, apply effective negotiation techniques, and learn to influence with or without formal authority.

Create a compelling vision that inspires action, overcome resistance, and build strategic alliances to support your initiatives. By the end of this workshop, you'll be equipped with practical skills and strategies to enhance your influence, lead with confidence, and achieve remarkable results.

**Join us to transform your leadership approach and become a master of influence!**

### PROGRAM OBJECTIVES

**Explain the core principles and psychology** behind influencing others effectively.

**Craft and deliver** compelling messages that resonate with your audience.

**Master negotiation strategies** to reach agreements and influence outcomes positively.

**Develop the ability to create a compelling vision** and inspire others to take action toward achieving it.

**Identify common sources of resistance** and implement strategies to overcome objections and gain buy-in.

**Influence others** by role modeling the way forward.

**Develop strategies to establish and maintain** credibility and trust with your team and stakeholders.

#### This program includes the following elements:

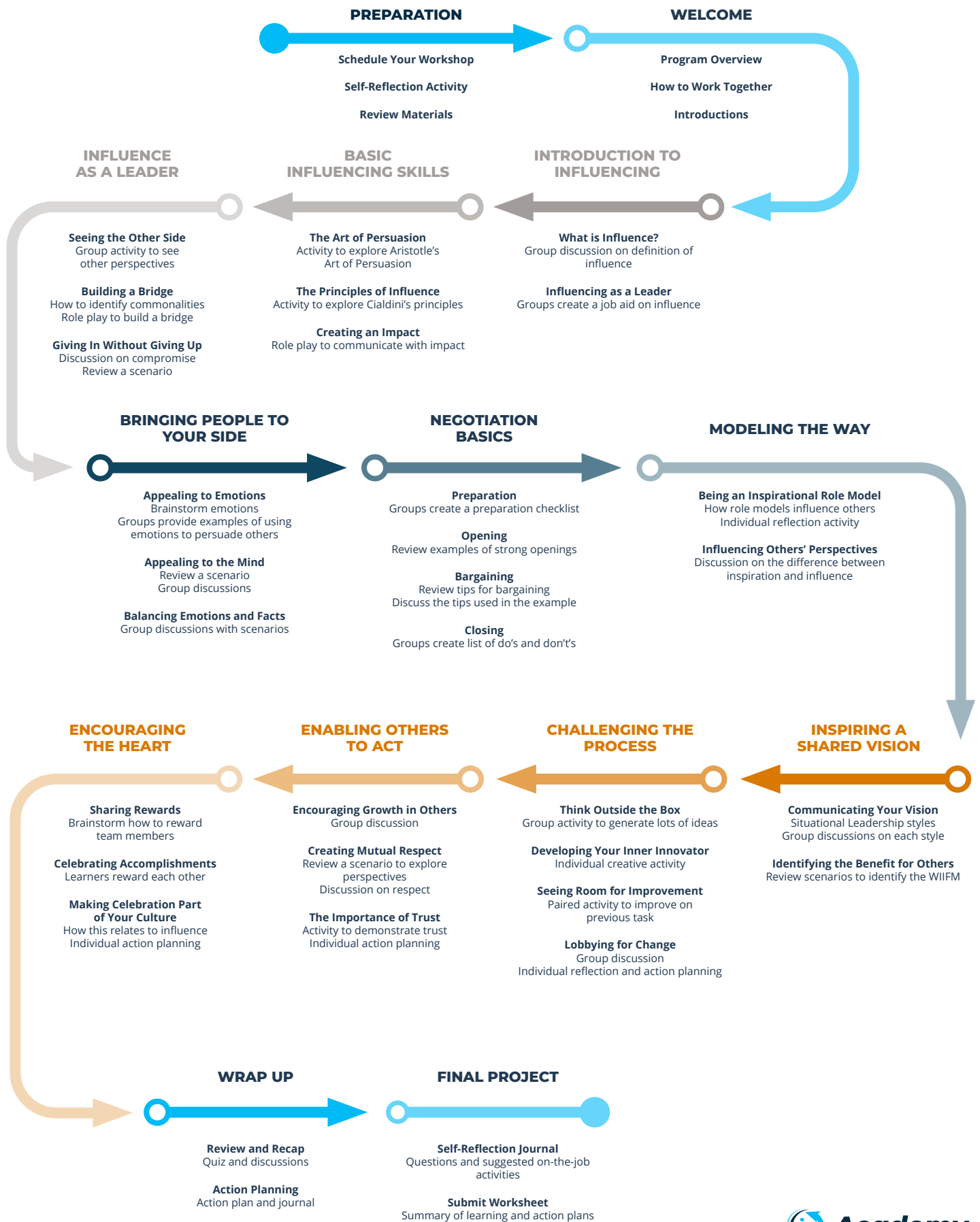
- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program Workbook
- Job Aid - Communicate with Power
- Job Aid - The Art of Persuasion
- Infographic - The 5 Leadership Abilities
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP







# PERSONAL DEVELOPMENT

## TIME MANAGEMENT

### COURSE DESCRIPTION

**Personal time management skills are the cornerstone of professional success in any workplace.** Those who master time management can take charge of their workload instead of spending each day frantically responding to one crisis after another. As a result, stress levels drop, and personal productivity skyrockets! These highly effective individuals can zero in on the tasks that make the biggest impact on both their personal success and their organization's goals.

Our Time Management workshop is designed to equip participants with essential strategies for mastering their time. Attendees will walk away with a powerful skill set, including personal motivation techniques, delegation skills, organizational tools, and meeting management strategies.

**Join us to discover these invaluable tools and more, all aimed at transforming how you approach your workday.**

### PROGRAM OBJECTIVES

**Create a daily plan** and prioritize tasks to maximize efficiency and productivity.

**Implement techniques to overcome procrastination** and take immediate action on tasks.

**Optimize their workspace and workflow** for enhanced time management and reduced clutter.

**Delegate tasks effectively** by identifying the right tasks to assign and selecting the appropriate team members.

**Develop and maintain** daily rituals that streamline routines and increase overall life efficiency.

**Design and conduct meetings** with clear objectives, agendas, and outcomes to ensure they are purposeful and productive.

#### This program includes the following elements:

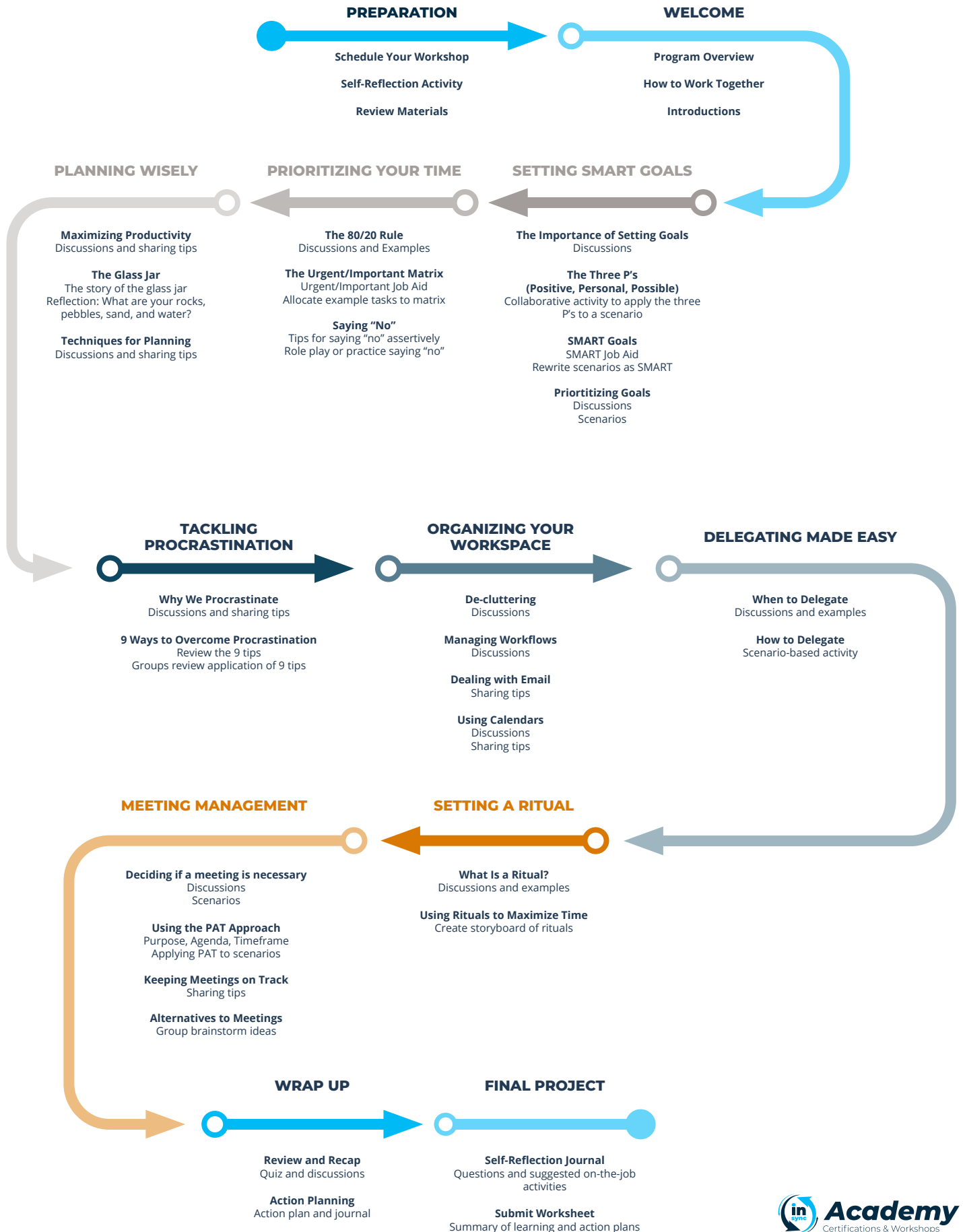
- Choice of delivery method: Either one 6-hour in-person workshop or a two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

#### Microlearning Toolkit

- Program workbook
- Job Aid - SMART Goals
- Job Aid - Using the Urgent/Important Matrix
- Job Aid - Using the PAT Approach
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# PROJECT MANAGEMENT

## COURSE DESCRIPTION

**Unlock the secrets of project success with our Project Management Workshop!** Over the past few decades, organizations have discovered that the principles behind large-scale project triumphs can be applied to projects of any size, leading to extraordinary results. Today, mastering project management techniques is a vital skill for every employee.

In this workshop, you'll gain a comprehensive overview of the entire project management process and learn to wield essential project management tools that can be applied daily. You'll work hands-on with critical project planning documents, including needs assessments, risk management plans, and communication plans, driving benefits across your organization.

**Join us to elevate your project management skills, streamline your workflows, and contribute to your organization's success. Transform your approach to projects and achieve remarkable outcomes, no matter the size!**

## PROGRAM OBJECTIVES

**Define what constitutes a project**, understand the role of project management, and identify the key responsibilities of a project manager.

**Recognize and apply the five process groups** and nine knowledge areas as outlined by the Project Management Institute (PMI).

**Conduct a thorough project needs assessment** and articulate clear goals, requirements, and deliverables.

**Utilize the work breakdown structure** to organize project tasks effectively.

**Prepare comprehensive project planning documents**, including a schedule, risk management plan, and communication plan.

**Implement key planning tools** such as Gantt charts, network diagrams, and RACI charts.

**Monitor project progress** and maintain control to ensure successful completion.

**Execute fundamental management tasks**, such as leading status meetings and ensuring the thorough documentation of the project upon completion.

### This program includes the following elements:

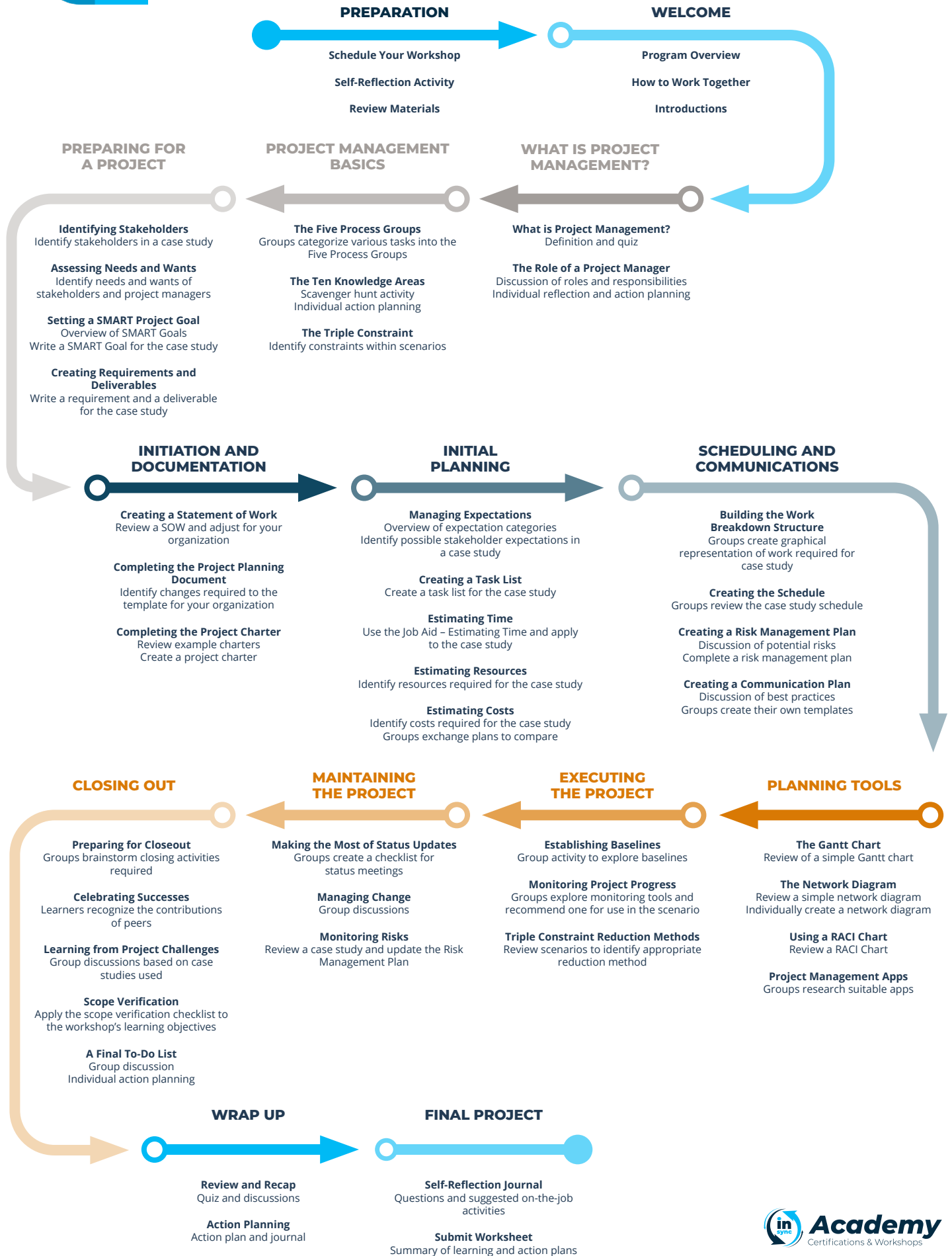
- Choice of delivery method: **Either one 6-hour** in-person workshop or a **two-week blended learning journey with one 2-hour** live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

### Microlearning Toolkit

- Program Workbook
- Job Aid – Estimating Time
- Job Aid – Project Characteristics
- Project Management Templates (including Gantt and RACI charts)
- A curated magazine with recommended additional reading and resources



# LEARNING CAMPAIGN MAP





# STAKEHOLDER MANAGEMENT

## COURSE DESCRIPTION

**Effective stakeholder management is crucial for any leader aiming to drive successful projects and initiatives.** Our Stakeholder Management Workshop is designed to equip leaders with the skills and strategies needed to identify, engage, and manage stakeholders effectively.

In this comprehensive and interactive workshop, you will learn to accurately identify your stakeholders, understanding their influence and impact on your organization. Gain insights into assessing and prioritizing stakeholder needs and expectations to align them with your organizational goals.

Develop tailored engagement strategies to communicate effectively with diverse stakeholder groups and build strong, positive relationships. Learn how to proactively manage and align stakeholder expectations, resolving conflicts with finesse and maintaining a cooperative environment.

By the end of this workshop, you'll be adept at managing stakeholder relationships, ensuring your projects and initiatives receive the support and collaboration needed for success.

**Join us to become a master of stakeholder management and elevate your leadership impact!**

## PROGRAM OBJECTIVES

**Accurately identify all relevant stakeholders**, understanding their influence and impact on the project or organization.

**Assess and prioritize** stakeholder needs, expectations, and potential concerns to align them with organizational goals.

**Create tailored strategies** to effectively engage and communicate with different stakeholder groups.

**Foster and maintain strong, positive relationships with stakeholders** through trust-building and consistent communication.

**Proactively manage and align** stakeholder expectations to ensure project or organizational success.

**Implement effective conflict resolution techniques** to address and resolve stakeholder disputes and issues.

**Utilize clear and persuasive communication methods** to keep stakeholders informed and engaged.

### This program includes the following elements:

- Choice of delivery method: **Either one 6-hour** in-person workshop or a **two-week blended learning journey with one 2-hour** live virtual workshop
- Supporting Microlearning Toolkit
- Personal Development Journal with reflective questions and on-the-job activities to support learning from the program
- Reinforcing Final Project

### Microlearning Toolkit

- Program Workbook
- Template – Your Network Map
- Job Aid – Networking Checklist
- A curated magazine with recommended additional reading and resources





# LEARNING CAMPAIGN MAP

