



▶ LEADERSHIP SEMINARS

Why Attend Leadership Seminars at the Life Cycle Institute?

- You will analyze real world problems and solutions in each seminar
- Use of adult learning techniques helps you retain what you learn
- You can apply new skills immediately following training
- Delivery format can be customized to fit the needs of your organization
- Active training seminars will facilitate behavior change and develop strong leaders
- The Life Cycle Institute has a proven track record of success



Leadership Seminars

Leadership skills are critical to the success of any organization. These skills are often undeveloped and managers are expected to build these skills on their own. Employees are frequently promoted to supervisory positions because of their strong technical expertise. Suddenly, the supervisor needs new expertise—how to lead people.

The Leadership Seminars offered by the Life Cycle Institute will help managers develop the leadership skills they need to be successful. Whether the deficiency lies in communication, leadership, conflict management, time management or presentation ability, these seminars will help you meet your learning objectives.

Each of the available seminars targets a specific problem area faced by many managers. The learning environment is relaxed so that each person can adapt his own style to the skills learned. The Leadership Seminars guide you through activities and exercises that help you understand your values and natural leadership talent, thus building your ability to lead yourself. This is followed by learning tools and methods for determining the needs of others. Finally, you will learn how to adapt your natural talent to lead people and achieve a shared vision.

The type of delivery for each seminar can be tailored to your needs. Whether you choose a full day seminar or a Lunch and Learn, the objectives can be customized to fit your timeframe.



YOU WILL LEARN HOW TO:

- Communicate with diplomacy and tact
- Become a more persuasive communicator
- Be an effective leader
- Manage time more efficiently

WHO SHOULD ATTEND:

Everyone in your organization can gain value from these seminars

DELIVERY OPTIONS:

- Lunch and Learn
- 2 Hours
- 1/2 Day
- 1 Day
- Webinars
- Custom Learning and Development



High Impact Learning: Change Behavior to Achieve Results

Learning takes place when someone changes his behavior to achieve a desired result. Changing behavior means more than remembering and comprehending what you learned; it means applying it. The Leadership Seminars incorporate High Impact Learning to maximize results. As part of the learning initiative, you will discuss real world problems and solutions in relation to the course topic.

Two factors heavily influence the extent to which the training is applied—retention and management support. When retention strategies and management support beyond the classroom experience are included in the learning initiative, the application of new knowledge and skills will be very high.

Learning retention is influenced by how active the participant is in the learning process and repetition of the content vital to fulfilling the learning objective. Life Cycle Institute facilitators will teach you how to apply knowledge and skills learned in the classroom on the job to exponentially increase retention.

Further, successful implementation of newly learned leadership skills depends on management support. Employees and managers will learn how to identify measurable action plans to guide desired results. Achievement of these mutually agreed-upon goals should be the measure of success for any learning program.



Leadership Seminars

Truly great leaders possess excellent interpersonal skills, are effective communicators and have expertise in their area of specialty. For most managers, however, these skills are not innate; they must be learned. Each person has his own strengths and shortcomings, which is why the Life Cycle Institute offers a variety of seminars for improving leadership skills. We understand that because individual needs vary, some may require an in-depth seminar while others are looking for only an overview of the topic. For this reason the following seminars can be tailored to fit any time frame and budget from a Lunch and Learn to a full day delivery.

EMPLOYEE DEVELOPMENT:

Motivating Employees to be Their Best: Learn strategies for motivating employees according to your leadership style. Identify factors that affect motivation both positively and negatively. Encourage community and openness, teach groups to learn from their mistakes, encourage groups to take initiative.

The Art of Successful Coaching: Establish a sound performance improvement system, learn the five approaches to coaching, follow the four-step preparation process for conducting a coaching session, implement steps for effective coaching. Enhance team trust, respect and empowerment. Learn to set meaningful team goals.

Performance Management: Understand the elements of an effective performance management system. Help employees establish clear, measurable, attainable performance goals. Provide feedback that will lead to improvement. Follow a discipline plan for performance problems.

COMMUNICATION SKILLS:

The Art of Influencing Others: Use communication to build rapport, develop genuine relationships and resolve conflicts. Learn how to use both verbal and nonverbal messages to be more influential with others.

Communication Skills for Emerging Leaders: Get familiar with the strengths and shortcomings of your communication skills. Use this information to build rapport and communicate more effectively. Prepare effective and appropriate business documents, establish a protocol for electronic communication and prevent unnecessary conflict.

How to Develop and Deliver Dynamic Presentations: Enhance your presentation skills by creating audience appeal, defining objectives and maintaining the attention and interest of the audience. Determine how to select the appropriate delivery method. Conduct evaluation to further improvement.

PLANNING AND MANAGING TASKS:

Time Management: Understand the relationship between personality preferences and time management styles. Implement strategies to overcome procrastination and recognize its causes. Manage to-do lists, incoming paper and clutter. Apply time-saving techniques, automate tasks and learn effective ways to prioritize tasks.

Meeting Management: How to prepare for and conduct effective meetings. Build an effective agenda, begin and end meetings on time, avoid distractions, solve problems in a group, generate productive discussions, handle "problem" personalities and increase accountability for tasks.

Leading Through Change: Identify change and the different reactions to it. Evaluate the affect change will have on people within the organization. Recognize change resistance and the eight mistakes companies make during change. Develop change strategies, a change communication plan and align systems and structure to change.

TEAM DYNAMICS:

Managing Teams: Determine fundamentals for establishing a team, team roles, personality types and leadership responsibilities. Hold effective meetings, lead through coaching and enhance decision-making. Learn to appropriately handle conflict and communication issues. Establish metrics for measuring team success and aptly reward accomplishments.

Conflict Management: Understand the two basic types of conflict, four typical approaches to conflict and steps to conflict resolution. Employ strategies for dealing with challenging people and learn to handle specific situations with tact.

SELF-AWARENESS:

Increasing Your Emotional Intelligence: Understand the consequences of unmanaged emotions. Increase your empathy and social skills and practice techniques to achieve greater self-awareness, self-control and self-motivation. Recognize how emotional intelligence can enhance employee relationships and increase production.

Adapting Your Style: Learn to be an effective leader by influencing others, recognizing style differences in others and providing feedback to different style types. Facilitate effective meetings and motivate employees according to their individual needs.



Speed of Trust® Simulation

In a trusting environment people feel good. They do not have to spend their time negotiating lengthy contracts or following up to make sure things are done. Trust is speed. Speed is a competitive advantage and produces results.

Trust is a requirement for successful governments, businesses and personal relationships. In an environment where change is constant, virtual teams are the norm, diversity is prevalent and all are expected to do more with less; trust is the common denominator of project speed and success.

Speed of Trust® is a one-day discovery learning board simulation based on Stephen M. R. Covey's book of the same title.

The Speed of Trust® teaches participants pragmatic, practical and actionable skills the learner can implement immediately, regardless of their role in the organization.

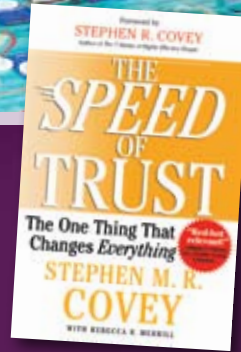
This highly interactive Business Simulation engages leaders at all levels in the real work of identifying and closing the trust gaps that exist in many organizations. Instead of continuing to pay an outrageous trust tax™, they can begin to realize the great benefits of a trust dividend™ both personally and organizationally.

This creates an opportunity for individuals to prepare themselves to fill the leadership shortage and provides a proven process for companies to increase the bench strength of their organization by developing critical leadership skills in their key people. The Speed of Trust® dramatically enhances leadership capability by teaching The 13 Behaviors of High Trust Leaders and how to imbed them into their daily interactions.

SPEED OF TRUST® SIMULATION:

Learners are grouped in table teams of four. Each four-person table team leads a team. They are introduced to their team through profile cards. Their challenge is to manage a project to market on time and on budget, while building a high-trust culture. As they are faced with scenarios and decisions, they must determine the impact on their relationship with each team member and stakeholder, as well as the impact on the project time and budget.

One key message in the program is that trust always impacts two quantifiable outcomes: Speed and Cost. Cost is certainly measured in financial terms but also in terms of personal energy and resource usage. The formula introduced is that as trust increases, speed increases and costs decrease. Conversely, as trust decreases, speed decreases and costs increase.



LEARN HOW TO:

- Discover the compelling advantages of trust
- Experience the impact of trust on speed and cost
- Identify the impacts of low trust and the benefits of high trust on people and organizational performance
- Apply the critical behaviors that establish and grow trust
- Assess the level of trust you have with others and create action plans to establish, grow, extend and restore trust
- Build your Trust-o-Gram™
- Continue learning after the workshop with your copy of *The Speed of Trust – One Thing That Changes Everything*, by Stephen M. R. Covey

WHO SHOULD ATTEND:

People who are expected to produce results through people – including managers, supervisors, formal and informal team leaders.

LIFE CYCLE INSTITUTE:

Be prepared to be an active learner. When you invest in training with the Life Cycle Institute, you will gain knowledge and learn skills that you will be able to apply immediately. Our courses are designed to teach by doing. Your training with the Life Cycle Institute is different because we offer:

- Facilitators who practice what they teach and teach what they practice
- Course content that is constantly updated with the latest proven tools and methods
- Adult learning methods that minimize lecture and emphasize learning by doing
- Classrooms that are specifically designed to facilitate learning