

FOUNDATIONS

of Leadership

FOUNDATIONS OF LEADERSHIP is the optimal system for helping managers get more done with less, improve the engagement and motivation of their people, handle increased task loads more effectively with less stress, and get better results. ADEPT Leadership takes good managers and gives them the tools, processes, and practice they need to become great leaders who are ready to assume responsibility and maintain momentum.

INTENSIVE, IMMERSIVE TRAINING

Delivered through the Virtual Conference Center, participants and ADEPT Leadership facilitators meet for bi-weekly 2-1/2 to 3 hour sessions that provide condensed, well-paced, live interaction. Integrated audio and web cam video allows for dynamic group discussion and workshop time. Groups are limited to 14 participants to insure effective participation and opportunities for dialogue and feedback. Customized discussion plans and individual support helps participants focus on the concepts and processes that are most beneficial to them.

SHIFT *mindsets*
IMPROVE *focus*
CHANGE *attitudes*



BUILD ON THE POTENTIAL OF YOUR HIGHEST PERFORMERS

8 SESSION COURSE

Session 1

Becoming ADEPT

- Reviewing the attributes of effective leaders
- Understanding timeless success principles
- Managing personal transformation
- Charting your individual course

Session 2

Getting Focused

- Reviewing how your time is used
- Understanding the power of focus
- Defining your focus areas
- Employing a management system

Session 3

Achieving Objectives

- Handling interruptions
- Managing communications and information
- Organizing your workspace
- Syncing your priority management system

Session 4

Communicating for Results

- Reviewing the trap of assumptions
- Understanding the impact of your communication style
- Insuring you are understood
- Understanding and applying a listening model

Session 5

Strengthening Your Leadership Role

- Understanding team leadership
- Viewing your team from the balcony
- Evaluating your current roles
- Setting goals for leadership roles

Session 6

Improving Team Productivity

- Transforming compliance to commitment
- Understanding your team building attitude
- Developing the steps to empowerment
- Applying Situational Leadership

Session 7

Leveraging the Power of Feedback

- Understanding the significance of feedback
- Eliminating your feedback gaps
- Realizing the characteristics of effective feedback
- Practicing effective feedback

Session 8

Strategically Solving Problems

- Using a problem-solving matrix
- Getting to the root cause
- Tackling the problem strategically and practically
- Solving problems on the fly

43% of Graduates Grew Into Positions of More Responsibility and they reported significant improvements to International Speedway Corporation's bottom line and work environment.

- NASCAR



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WHAT MAKES THIS PROCESS UNIQUE?

Performance Intervals

Learning about managerial ideas without application is a waste of time and energy. This system allows you to engage in sessions over time with application intervals in between. Not only do you retain the ideas better, but you customize the application of those ideas directly on the job to improve performance.

Comprehensive Material

You'll receive all the materials you need to fully engage in this process including:

- The ADEPT Leadership Workbook
- Multiple leadership assessments
- Personality profile to apply to various topics
- A note taking portfolio
- Audio recordings of the material
- Access to a personal online file server to track your work
- Bi-weekly coach meetings
- Email access to your facilitator to answer any questions that you have

Action Assignments

Practical action assignments are completed and posted on our exclusive ADEPT web portal so they can be reviewed and evaluated by the facilitator and individual feedback can be provided.

Mentor Involvement

The participants' supervisor is asked to meet with the participant regularly to monitor progress and reduce obstacles to them staying engaged. We provide an opening orientation and bi-weekly guides to help mentors stay on track with what participants are doing.

BENEFITS TO YOU

- ▶ Improved Time Management
- ▶ Authentic Leadership
- ▶ Streamlined Organization & Prioritization
- ▶ Enhanced Problem-Solving
- ▶ Change & Growth Management Readiness
- ▶ Increased Autonomy
- ▶ Mutual Accountability
- ▶ Engaged Motivation
- ▶ Meaningful Relationship Building
- ▶ Thoughtful Conflict Management
- ▶ Better Work-Life Integration
- ▶ Tangible Goal Setting

COURSE INFORMATION

Date **Session 1** Feb. 12, 2024
Time 1:00 PM - 4:00 PM
Cost \$1899 Member (**Save \$100**)
 \$1999 Non-Member
Register by January 31, 2024

COURSE SCHEDULE

Ses 1: Feb 12	Ses 5: Apr 8
Ses 2: Feb 26	Ses 6: Apr 22
Ses 3: Mar 11	Ses 7: May 6
Ses 4: Mar 25	Ses 8: May 20

24 PDU's

Participants who complete the Foundations of Leadership 8 sessions will receive a total of 24 PDU's (Technology - 2.5; Leadership - 14; Business strategy 7.5)

ABOUT THIS COURSE

ADEPT Leadership has served a wide variety of industries from family-owned businesses to Fortune 500 companies for more than 20 years. Their training methods have successfully resolved numerous issues related to productivity, time management and much more, helping organizations to reach their true potential. adeptleadership.com ADEPT Leadership® 3505 Lake Lynda Dr, Suite 200 Orlando, FL 32817

4 WAYS TO REGISTER

- 1: MAIL** completed form to address below
- 2: EMAIL** completed form to training@abccf.org
- 3: SCAN** QR Code
- 4: CLICK** [Register Now](#)



_____ people at \$1899/member \$ _____

_____ people at \$1999/non-member \$ _____

TOTAL \$ _____

DATE _____ COMPANY _____ CONTACT _____ PHONE _____

EMAIL _____ CELL PHONE _____

ATTENDEES _____

PAYMENT OPTIONS Check enclosed Bill Us (CFC ABC members only) P.O.# _____ VISA MC AMEX Discover
(Prepayment required for non-CFC ABC members)

NAME ON CARD _____ EMAIL _____

CARD # _____ EXP. DATE _____ CVC CODE _____

CREDIT CARD BILLING ADDRESS _____ ZIP CODE _____

AUTHORIZED SIGNATURE _____

CANCELLATION POLICY: Cancellations received by 5:00 p.m. EST on 2/5/24 will be accepted and a cancellation number will be given for confirmation. After this date and time, no refunds will be issued. **651 Danville Dr., Suite 200 Orlando, FL 32825** 407-628-2070 abccf.org

