ACCELERATING LEADERSHIP IMPACT

**ACCELERATE PERSONAL AND PROFESSIONAL RESULTS
FOR INDIVIDUALS, NEW-TO-TEAM MEMBERS, SMALL ORGANIZATIONS,
AND LARGE ORGANIZATION PILOT PROGRAMS**

A results-oriented training focused on personal development skills and big picture leadership principals to improve self-awareness, time management, communication, relationship management, giving and receiving of feedback, and sense of purpose in work.

LIVE-ON-LINE SESSIONS

• **NO TRAVEL:** You can participate fully from your office or home. Any quiet location and webcam enabled computer will do, making participation hassle free! No special equipment or software required.

• **SHORT SESSIONS:** 2.5 to 3 hour micro-learning sessions every other week provides condensed, well-paced, live interaction designed for maximum impact while getting you back to work quickly.

• **COMPREHENSIVE MATERIAL:** All the materials available in our world class on-site sessions will be sent to your location and inbox including:
  • An On-boarding Welcome Kit including a Personal Workbook and Notebook
  • Leadership Assessments and DiSC Profile

• **SMALL GROUP DISCUSSION:** Integrated live audio and video sessions allows for dynamic group discussion and increased participation through our Virtual Conference Center. Groups are limited to 10 participants to insure effective participation and opportunities for dialogue and feedback.

• **PERSONALIZED FACILITATION:** Customized discussion plans and individual support helps you focus on the concepts and processes that are most beneficial to you.

• **ACTION ASSIGNMENTS:** Practical action assignments are completed and posted on the ADEPT Performance Portal so they can be reviewed and evaluated by the facilitator and individual feedback can be provided.

ACCELERATING LEADERSHIP IMPACT

LIVE-ON-LINE PROGRAM SUMMARY

WHO: FOR THOSE WHO SUPERVISE OR MANAGE OTHERS FORMALLY, OR FOR THOSE WHO LEAD AND MANAGE PROJECTS.

WHAT: IMPROVE THE CAPABILITY OF PARTICIPANTS TO MANAGE THEMSELVES AND LEAD OTHERS MORE EFFECTIVELY.

Participants improve how they get their jobs done through self-awareness, learning to get more done with less, enhancing their communication, improving the engagement and motivation of their people, handling increased task loads more effectively with less stress, and getting overall better results. Participants fix how they work together by allowing intact teams to effectively assess where they are now, increase their awareness and shared understanding of what they do well, and what they need to work on as a team as well as individually.

BECOMING ADEPT

- Reviewing the Attributes of Effective Leaders.
- Understanding Timeless Success Principles.
- Managing Personal Transformation.
- Charting Your Individual Course.

GETTING FOCUSED

- Reviewing How Your Time is Used.
- Understanding the Power of Focus.
- Defining Your Focus Areas.
- Employing a Management System.

ACHIEVING OBJECTIVES

- Handling Interruptions.
- Managing Communications and Information.
- Organizing Your Workspace.
- Syncing Your Priority Management System.

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.

STRENGTHENING YOUR LEADERSHIP ROLE

- Understanding Team Leadership.
- Viewing Your Team From the balcony.
- Evaluating Your Current Roles.
- Setting Goals for Leadership Roles.

IMPROVING TEAM PRODUCTIVITY

- Transforming Compliance to Commitment.
- Understanding Your Team Building Attitude.
- Developing the Steps to Empowerment.
- Applying Situational Leadership.

LEVERAGING THE POWER OF FEEDBACK

- Understanding the Significance of Feedback.
- Eliminating Your Feedback Gaps.
- Realizing the Characteristics of Effective Feedback.
- Practicing Effective Feedback.

DESIGNING EFFECTIVE MEETINGS

- Evaluating Your Meeting Effectiveness.
- Understanding the Ideal Meeting Model.
- Practicing the Elements of Effective Meetings.
- Making the Model Work for You.

Program typically includes: Guided facilitation of eight sessions (either virtually or on-site); printed workbook; goal assessments; personality and management profiles; personal tracker; and applied work assignments and tools on the ADEPT Learning Experience Platform.

ADEPT
LEADERSHIP®

In partnership with

Improving How People Get Their Jobs Done. Fixing How People Work Together.

FREQUENTLY ASKED QUESTIONS

HOW DOES THIS PROCESS WORK? You'll participate via web cam from your computer and telephone in a live group format. You'll have a workbook that will be your guide for each session, to take notes and provide the content and assignments.

ASSIGNMENTS? The assignments are given so you can apply the ideas in the two weeks between the sessions. They are practical, designed to help you work "on" your business so you can be more effective working "in" it.

I'M ALREADY BUSY, HOW MUCH WORK IS THERE? Like anything else, you'll get out of it what you put into it. Typically, most people spend about 3 hours per week. Our clients tell us after 3-4 sessions they've already saved that amount of time in increased efficiencies by applying the ideas and working "on" their business.

WHAT RESOURCES DO YOU PROVIDE? You'll receive a workbook, access to audio recordings of the lesson material, DiSC personality reports, access to a personal on-line portal to track your work, and a notebook for capturing thoughts and tasks during the day. You'll have email access to your facilitator between the sessions to answer any questions that may come up.

WHO ELSE IS IN THE GROUP, AND HOW MANY WILL THERE BE? The specific make-up of each live-on-line group is different so expect that there will be people from different companies in different industries. Your group will be limited to 10 people, to maximize interaction and personal attention for you.

HOW OFTEN DO WE MEET? The sessions are held bi-weekly.

HOW LONG IS THE PROCESS? You will meet for a total of 8 sessions and depending on holidays or other schedule changes, expect to graduate within approximately 16 weeks.

WHAT HAPPENS IF I MISS A SESSION? Please notify the facilitator ahead of time when possible and make arrangements to obtain any additional instructions you missed. The assignments between the sessions will help you stay on course. To qualify for graduation, no more than two absences are permitted.

I DON'T HAVE A WEB CONFERENCE SYSTEM, IS THAT OKAY? We use a simple software program for creating the Virtual Conference Room so all web cams can be seen during the session. As long as you have a working web cam on your computer, you should have no problem participating.

WILL YOU TELL ME WHAT I NEED TO DO TO IMPROVE? Our system will guide you to uncover the areas that are personally most important for you to address to improve performance. Then we'll guide you along the way to apply the appropriate parts of the system to improve in those areas.