



**Meeting  
Learners  
Where  
They Are**

In-Person Training  
Live-Online Learning  
Blended Solutions

[LetsTalk@dionleadership.com](mailto:LetsTalk@dionleadership.com)  
248.515.2235



# AWARDS & AFFILIATIONS

Dion Leadership is a proud recipient of the following awards and affiliations:



# TABLE OF CONTENTS

<b>Leadership Development Programs.....</b>	<b>3</b>
<b>In-Person, Live Online, and Learning Platform Options .....</b>	<b>4</b>
<b>Courses with Assessments .....</b>	<b>5</b>
<b>Courses by Topic.....</b>	<b>7</b>
<b>Course Descriptions.....</b>	<b>10</b>
Accountability at Work.....	11
Admired Leaders .....	12
Building Resilience .....	13
Change Management .....	14
The Coaching Intensive .....	15
Coaching Skills for Leaders.....	16
Collaborating for Organizational Impact.....	17
Communicating with Impact.....	18
Conflict Management .....	19
Courageous Leadership.....	20
Critical Thinking.....	21
Decision Making and Problem Solving.....	22
Delegating for Success.....	23
Delegation and Accountability .....	24
Effective Feedback .....	25
Emotional Intelligence.....	26
Everything DiSC® Agile EQ.....	27
Everything DiSC® Management.....	28
everything DiSC® Productive Conflict.....	29
Everything DiSC® Sales.....	30
Everything DiSC Work of Leaders® Overview .....	31
.Everything DiSC® Workplace.....	32
.Everything DiSC® Workplace Certification .....	33
Exercising Influence.....	34
The Five Behaviors of A Cohesive Team™ .....	35
The Five Behaviors—Personal Development™ .....	36
Impactful Presentations.....	37
Inclusion in the Workplace.....	38
Interviewing with Confidence .....	39

Leading Across Generations.....	40
Leading in a Matrix.....	41
Leading Teams.....	42
Leading Virtual Teams.....	43
Mindset for Leaders.....	44
Myers-Briggs Type Indicator® Workshop.....	45
Performance Management.....	46
Productive Conflict Management.....	47
Teams and Trust .....	48
Time Management.....	49
Trust-Based Leadership.....	50
Understanding Culture for Effective Communication.....	51
Vision, Alignment, and Execution: The Work of Leaders.....	52
<b>Experiential Learning Through Business Simulations .....</b>	<b>53</b>
<b>LeaderTalks.....</b>	<b>54</b>

# LEADERSHIP DEVELOPMENT PROGRAMS

The flagship of Dion Leadership's group development solutions is our **award-winning leadership programs**. We are pleased to offer several well-established paths to support, challenge, and develop leaders at all levels. These leadership training programs combine interactive content developed from research-based best practices with assessment tools designed to increase self-awareness. The result is a personalized learning experience that meets individual leaders wherever they are on their leadership development journey. Distinct programs composed of select courses from this catalog are available for:

- Executives
- High-Potential Leaders
- Senior Leaders
- Mid-Level Leaders
- Emerging Leaders
- Supervisors
- Individual Contributors

Delivery is configured into a series of multi-day sessions based on work schedules, travel considerations, corporate calendars, and other requirements. Each program can be expanded to target high-potential employees with the addition of features such as 360-degree evaluations, individual coaching, peer mentoring, social and networking events, and capstone projects. We also have industry specific programs including manufacturing and healthcare leadership.

These programs utilize our **learning platform**, which provides access to self-paced work, course materials, and links for Live-Online events. Post-learning support includes customized job aids to be used by learners' managers to promote meaningful coaching conversations and the application of new skills and insights.

For more information on program design and scheduling options, drop us a note at [letstalk@dionleadership.com](mailto:letstalk@dionleadership.com).

# IN-PERSON, LIVE ONLINE, AND LEARNING PLATFORM OPTIONS

Dion Leadership is committed to meeting learners wherever they are. As a result, a majority of our courses are offered as **In-Person** or **Live-Online** (Virtual). These options allow organizations the flexibility to provide leadership development options and spark connections among learners regardless of their location.

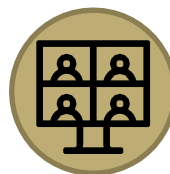
For our Live-Online offerings, we've adapted our well-established In-Person content for delivery using the Zoom online meeting platform, allowing our expert facilitators and learner groups to engage in real time. Our Live-Online courses are typically delivered across two or three 2-hour sessions delivered on consecutive days, or whatever best suits organizational and learner needs.

These programs are based in Dion Leadership's **online learning platform**. Through this platform, learners access course overviews, participant materials, and links to the live learning events. The platform also provides access to any self-paced learning that accompanies the live event, including reading, videos, self-assessments, and personal reflections that typically take about 15 to 20 minutes to complete. After the course is complete, learners return to the platform to access post-session challenges that provide opportunities to apply and extend learning, as well as course surveys.

You'll find icons indicating delivery options in each course description:



= In-Person



= Live-Online

## COURSES WITH ASSESSMENTS

Dion Leadership utilizes a range of **assessment tools** that provide insight and self-awareness to personalize the learning experience. Assessments help learners understand their unique styles and tendencies, identify strengths and challenges, and create targeted plans for skill application and improvement. This list includes all courses that include a formal assessment option.

Course	Assessment Details
Change Management	Change Style Indicator
The Coaching Intensive	CCL 360 Everything DiSC® Workplace Profile Thomas Kilmann Conflict Mode Instrument EQ-i 2.0 MGR Individual Directions Inventory
Conflict Management	Thomas-Kilmann Conflict Mode Instrument
Critical Thinking	Decision Style Profile
Decision Making and Problem Solving	Decision Style Profile
Emotional Intelligence	EQ-i 2.0
Everything DiSC® Agile EQ	Everything DiSC® Agile EQ Profile
Everything DiSC® Management	Everything DiSC® Management Profile
Everything DiSC® Productive Conflict	Everything DiSC® Productive Conflict Profile
Everything DiSC® Sales	Everything DiSC® Sales Profile
Everything DiSC Work of Leaders® Overview	Everything DiSC Work of Leaders® Profile
Everything DiSC® Workplace	Everything DiSC® Workplace Profile
Everything DiSC® Workplace Certification	Everything DiSC® Workplace Profile
Exercising Influence	Influence Style Indicator
The Five Behaviors of a Cohesive Team™	The Five Behaviors of a Cohesive Team™ Assessment
The Five Behaviors—Personal Development™	The Five Behaviors—Personal Development™ Assessment
Myers-Briggs Type Indicator® Workshop	Myers-Briggs Type Indicator® Self Scorable Form M
Productive Conflict Management	Everything DiSC® Productive Conflict Profile
Teams and Trust	Trust Quotient Assessment

Course	Assessment Details
Trust-Based Leadership	Trust Quotient Assessment
Vision, Alignment, and Execution: The Work of Leaders	Everything DiSC Work of Leaders® Profile



# COURSES BY TOPIC

## ACCOUNTABILITY

Accountability at Work  
Delegation and Accountability  
The Five Behaviors of a Cohesive Team™  
The Five Behaviors—Personal Development™  
Performance Management

## ALIGNMENT

Everything DiSC Work of Leaders® Overview  
Five Behaviors of a Cohesive Team

## CHANGE MANAGEMENT

The Coaching Intensive  
Change Management

## COACHING

Coaching Skills for Leaders  
The Coaching Intensive

## COLLABORATION

Collaborating for Organizational Impact  
Leading in a Matrix

## COMMUNICATION

Communicating with Impact  
Impactful Presentations  
Understanding Cultures for Effective Communication

## CONFLICT

Conflict Management  
Everything DiSC® Productive Conflict  
The Five Behaviors of a Cohesive Team™

The Five Behaviors—Personal Development™  
Productive Conflict Management

## CRITICAL THINKING

Critical Thinking  
Decision Making and Problem Solving

## DECISION MAKING

Critical Thinking  
Decision Making and Problem Solving

## DELEGATION

Delegating for Success  
Delegation and Accountability

## DIVERSITY AND INCLUSION

Inclusion in the Workplace  
Leading Across Generations  
Understanding Cultures for Effective Communication

## EMOTIONAL INTELLIGENCE

Emotional Intelligence  
Everything DiSC® Agile  
EQ

## FEEDBACK

Effective Feedback  
Performance Management

## GOAL SETTING

Performance Management

## COURSES BY TOPIC CONT'D

### INFLUENCE

Exercising Influence

### INTERVIEWING SKILLS

Interviewing with Confidence

### LEADERSHIP

Admired Leaders  
Courageous Leadership  
Everything DiSC Work of Leaders®  
Mindset for Leaders

### MATRIX ORGANIZATIONS

Collaborating for Organizational Impact  
Leading in a Matrix

### MINDSET

Mindset for Leaders

### PERFORMANCE MANAGEMENT

Accountability at Work  
Coaching Skills for Leaders  
The Coaching Intensive  
Delegating for Success  
Delegation and Accountability  
Effective Feedback  
Performance Management

### PERSONAL STYLE

Everything DiSC® Agile EQ  
Everything DiSC® Management  
Everything DiSC® Productive Conflict  
Everything DiSC® Sales  
Everything DiSC® Workplace

### PRESENTATION SKILLS

Impactful Presentations

### PROBLEM SOLVING

Critical Thinking  
Decision Making and Problem Solving

### RELATIONSHIPS

Collaborating for Organizational Impact  
Emotional Intelligence  
Everything DiSC® Workplace  
Everything DiSC® Management  
Everything DiSC® Productive Conflict  
Everything DiSC® Sales  
Inclusion in the Workplace  
Leading in a Matrix  
Myers-Briggs Type Indicator® Workshop  
Teams and Trust  
Trust-Based Leadership

### RESILIENCE

Building Resilience

### STRATEGIC LEADERSHIP

Critical Thinking  
Everything DiSC Work of Leaders® Overview  
Vision, Alignment, and Execution: Work of Leaders

### TEAM DYNAMICS

The Five Behaviors of a Cohesive Team™  
The Five Behaviors—Personal Development™  
Inclusion in the Workplace

## COURSES BY TOPIC CONT'D

Myers-Briggs Type Indicator®  
Workshop  
Teams and Trust

## UNCONSCIOUS BIAS

Inclusion in the Workplace  
Performance Management

## TEAM LEADERSHIP

Everything DiSC Work of  
Leaders® Overview  
Leading Across Generations  
Leading Teams  
Leading Virtual Teams  
Mindset for Leaders  
Vision, Alignment, and Execution: Work  
of Leaders

## TIME MANAGEMENT

Critical Thinking  
Decision Making and Problem Solving  
Time Management

## TRUST

The Five Behaviors of a Cohesive  
Team™  
The Five Behaviors—Personal  
Development™  
Leading Virtual Teams  
Teams and Trust  
Trust-Based Leadership

## VIRTUAL LEADERSHIP

Leading Virtual Teams

## VISION

Everything DiSC Work of  
Leaders® Overview  
Vision, Alignment, and Execution: Work  
of Leaders®

# COURSE DESCRIPTIONS

# ACCOUNTABILITY AT WORK



Effective leaders expect accountability in all aspects of employee performance, from day-to-day actions and decisions to the achievement of long-term goals. In this course, participants will examine their current attitudes toward and approaches to accountability, beginning with their ability to model it. They will also explore the dynamics of accountability and learn the behaviors and practices that set the foundation for a culture of accountability on a team or in an organization.

## LEARNERS WILL:

- Discuss the importance of accountability to the success of the individual, team, and organization
- Explore the accountability/victim dynamic and the effect of intrinsic and extrinsic factors that affect accountability
- Discuss accountability from the perspective of a leader and an employee
- Review best practices for creating a culture of accountability on a team
- Create action plans to improve skills and practices for building accountability

## WHY THIS MATTERS:

A key element of performance management involves holding employees accountable for results. Both individual and organizational performances are enhanced when accountability leads to the achievement of goals and objectives.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework

# ADMIRED LEADERS



Many of our ideas about leadership are shaped by our personal experiences. We all know of leaders whose style earned our admiration—and those whose left us frustrated or unimpressed. This course provides learners with opportunities to reflect on what effective leaders do and say to bring out the best in others, the qualities of effective leaders, and personal leadership values. These qualities are then applied to the organization's values or standards of success to give leaders the context they need to demonstrate these values or standards in their roles every day as they strive to be a leader others admire.

## LEARNERS WILL:

- Consider the characteristics of admired leaders and what makes a leader successful
- Explore effective leadership in the context of the organization's values and standards of success

## WHY THIS MATTERS:

This approach explores the intersection between personal style and organizational expectations to help learners determine how they want to show up as leaders in order to most effectively impact both individuals and the business.

## DELIVERY OPTIONS:

**In-Person:** 2 hours

**Live-Online:** One 2-hour Instructor-led session plus self-paced prework

# BUILDING RESILIENCE



Resilience gives us the ability to find new ways to behave and do business when the old ways don't work anymore. Now more than ever, these new ways affect almost every aspect of life. This course provides learners with information, tools, and strategies to build resilience and help individuals successfully navigate stressful and difficult times. This course utilizes a four-part model that explores awareness, exposure, recovery, and mindset as key aspects of building resilience.

## LEARNERS WILL:

- Understand how resilience impacts their work life
- Demonstrate more resilience and respond differently to challenging life events
- Establish a practice and ability to regularly recover, adapt, and grow for stronger workplace well-being
- Create a personalized action plan

## WHY THIS MATTERS:

The human brain is hardwired to be more heavily impacted by negative events. The ability to bounce back from that impact is a marker of personal well-being and leader effectiveness.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** One 2-hour instructor-led session plus self-paced prework

**See also:** Mindset for Leaders

# CHANGE MANAGEMENT



This course teaches the skills individuals need to navigate and lead others through times of change. Learners will explore the nature of change in the workplace and become aware of their personal styles and tendencies when faced with a change situation. They will also learn reasons people resist change and explore the stages people go through when moving through change. This information will allow them to effectively navigate change themselves and provide leadership and insight to others in change situations.

## LEARNERS WILL:

- Discuss the importance of accountability to the success of the individual, team, and organization
- Explore the accountability/victim dynamic and the effect of intrinsic and extrinsic factors that affect accountability
- Discuss accountability from the perspective of a leader and an employee
- Create action plans to improve skills and practices for building accountability

## WHY THIS MATTERS:

Change in the workplace is constant, and this approach explores self-awareness regarding change readiness. These techniques address ways to handle resistance to change and the tools that enable the successful management of the people side of change.

## ASSESSMENT:

- Change Style Indicator (optional)

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework



# THE COACHING INTENSIVE



This six-part workshop series combines assessments, individual coaching, self-study and reflection, and coaching practice. Learners gain critical knowledge, insights, and skills that align with the competencies of the International Coach Federation (ICF). Learning topics include the Dion Leadership Coaching Model, mindset, presence, powerful questioning, mindfulness, personal style, emotional intelligence, ethics, trust, communication, conflict management, change management, goal setting, accountability, and commitment to the coaching relationship.

## LEARNERS WILL:

- Acquire and apply a range of coaching skills, techniques, and concepts that reflect established industry standards and competencies
- Improve self-knowledge as the foundation for skill building through assessments, personal coaching experiences, cohort relationships, and practice
- Define a point of view and personal commitment to coaching by creating an integrated plan to sustain growth and development as a coach

## WHY THIS MATTERS:

Our holistic approach enables and reinforces the development of critical coaching competencies. Learners will be prepared to test for ICF coaching certification upon completion.

## ASSESSMENTS:

- 360 Assessment, Everything DiSC® Workplace Profile, Thomas Kilmann ConflictMode Instrument, EQ-i 2.0, and MRG Individual Directions Inventory

## DELIVERY OPTIONS:

**In-Person:**

**See also:** Coaching Skills for Leaders

# COACHING SKILLS FOR LEADERS



A leadership coach is a thinking partner whose specific purpose is to support the development of an individual's personal and professional potential. The concepts of mindset, trust, and presence are examined in the context of Dion Leadership's cognitive behavioral learning based coaching process. Learners practice important coaching techniques and engage in self-reflection. They also develop the ability to both model and coach critical leadership skills. Proven techniques for coaching challenging people are also discussed.

## LEARNERS WILL:

- Define coaching and its role in a professional environment
- Compare and contrast coaching and mentoring
- Impart a coaching mindset
- Learn cognitive behavioral learning theory and approaches
- Explore active listening and powerful questioning as key coaching skills
- Enable reflection and identification of coaching skills to be developed

## WHY THIS MATTERS:

Coaching techniques enable leaders to develop others in a more effective, sustainable way. Employees with a leader who demonstrates a coaching-style approach to development feel more empowered and engaged.

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** One 4-hour instructor-led session

**See also:** The Coaching Intensive

# COLLABORATING FOR ORGANIZATIONAL IMPACT



This program explores collaboration in an environment where goals, resources, and responsibilities may align or compete. Our proprietary model presents collaboration as a process, noting how it differs from cooperation and consensus and emphasizing the necessary skills. Learners will receive defined steps that simplify the collaboration process and are practical and applicable. Learners will also have an opportunity to practice new skills using business scenarios and plan for application when they return to the workplace.

## LEARNERS WILL:

- Explore the requirements for collaboration and partnership in the modern workplace
- Identify and avoid the common barriers to effective collaboration
- Determine when and how to collaborate for impact
- Discuss and apply the DRIVE model of collaborating for impact
- Practice and apply effective collaboration skills and approaches to real business scenarios

## WHY THIS MATTERS:

An increasingly complex and global workplace demands a more sophisticated approach to collaboration in order to achieve success. The ability to collaborate between individuals, teams, and functions is therefore critical in a range of industries and roles.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 90-minute instructor-led sessions plus self-paced prework

# COMMUNICATING WITH IMPACT



Communication is a complex process that is essential to the success of individuals, teams, and organizations. Communicating with Impact combines the theoretical with the practical to present communication as an essential business tool that builds relationships, increases productivity, and underpins results when done effectively. The practical and impactful skills learned in this course are immediately applicable.

## LEARNERS WILL:

- Explore communication as a process
- Practice the Three Vs of communication and assertive communication skills
- Explore and practice communication techniques, including active listening, questioning, and demonstrating empathy
- Identify barriers to effective communication
- Develop team guidelines for use of various communication channels

## WHY THIS MATTERS:

The ability to communicate in a way that is effective, concise, and appropriate is crucial at all levels of an organization, and thus it is a critical skill to examine and develop. The frequency and quality of communication across the organization increases as individuals become more skilled and self-aware, leading to more trust and better rapport.

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework

**See also:** Understanding Cultures for Effective Communication

# CONFLICT MANAGEMENT



What makes workplace conflict negative or positive is the way in which it is handled. This course approaches conflict as a productive, healthy, and necessary aspect of workplace interactions. Learners gain self-awareness about their preferred conflict style and examine which styles are most effective in specific situations. Learners also practice a model for planning a productive and healthy conflict conversation.

## LEARNERS WILL:

- Define conflict and explain how conflict is healthy and necessary
- Describe the five styles of conflict
- Explain how your natural conflict style affects your approach to conflict
- Recognize the potential advantages and disadvantages of using different conflict modes in a given situation
- Apply Dion Leadership's Healthy Conflict Model skills and behaviors

## WHY THIS MATTERS:

Conflict in the workplace is unavoidable. What can be avoided, however, is the stress and loss of productivity and trust that can go with it. When individuals have the insight and tools to approach conflict as a necessary, productive experience, they solve problems more efficiently and build stronger relationships.

## ASSESSMENT:

- Thomas-Kilmann Conflict Mode Instrument

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** One 3-hour instructor-led session plus self-paced prework

**See also:** Everything DiSC® Productive Conflict; Productive Conflict Management

# COURAGEOUS LEADERSHIP



This program examines the importance of courage in a leadership context. Learners will explore the factors that enable or limit a leader's ability to demonstrate courage in general and in the culture of their organization. They will reflect on their own mindset and behaviors and identify opportunities to break out of their comfort zone and act with greater courage in the workplace. The learning experience includes an opportunity for practice and concludes with action planning and personal commitment.

## LEARNERS WILL:

- Explore the requirements for collaboration and partnership in the modern workplace
- Identify and avoid the common barriers to effective collaboration
- Determine when and how to collaborate for impact
- Discuss and apply the DRIVE model of collaborating for impact
- Practice and apply effective collaboration skills and approaches to real business scenarios

## WHY THIS MATTERS:

Today's complex business challenges frequently require leaders to act with courage. Leaders rely on courage to give them the confidence to take risks, make decisions, and advocate for new ideas and innovation, all which can be differentiators of success.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 90-minute instructor-led sessions plus self-paced prework

**See also:** Leading Teams; Coaching Skills for Leaders

# CRITICAL THINKING



This course explores the concept of critical thinking, methods and models for making sound decisions, and proven approaches to solving problems. Learners will examine the core issues that drive problems and increase their awareness of personal tendencies and styles in situations that require critical thinking. Learners apply these concepts and skills in a group case study to apply and reinforce what they have learned.

## LEARNERS WILL:

- Explore a critical-thinking framework for analyzing business issues
- Understand the hidden influences that affect thinking and decision quality
- Apply criteria to discern when a critical-thinking approach is required
- Explore the five decision styles and when to use them
- Review practical tools to apply day-to-day business decisions and problems

## WHY THIS MATTERS:

Jobs and professional relationships are increasingly complex, and interconnectivity among departments means that even small decisions can have big impact. In this landscape, critical thinking skills are a key to both individual and organizational effectiveness.

## ASSESSMENT:

- Decision Style Indicator (optional)

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

**See also:** Decision Making and Problem Solving

# DECISION MAKING AND PROBLEM SOLVING



This program presents a systematic approach to making decisions and solving problems in the workplace. Learners will consider the qualities and tendencies of effective decision makers and problem solvers, both according to research and based on their own personal experience. Learners will also examine various decision styles and reflect on the effectiveness of their own preferred styles. Straightforward models and time-tested problem-solving tools are reviewed and applied to both case studies and personal situations.

## LEARNERS WILL:

- Explore a framework for making decisions and solving problems
- Understand the hidden influences that affect thinking and decision quality
- Explore the five decision styles and when to use them
- Review practical tools to apply to day-to-day business decisions and problems

## WHY THIS MATTERS:

The ability to identify and address the core issues that drive problems and decisions increases a leader's effectiveness and confidence. Essential to these skills is increased awareness of personal tendencies and styles in situations that require critical thinking.

## ASSESSMENT:

- Decision Style Indicator (optional)

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Critical Thinking



# DELEGATING FOR SUCCESS



This program allows learners the opportunity to examine their current attitudes toward and approaches to delegation and identify personal and organizational barriers that can make delegation a challenge. A five-step process positions both the leader and employees for success in delegation situations. Opportunities to practice and apply this process to scenarios and real-world situations round out the content, leaving learners with a delegation plan to apply back on the job.

## LEARNERS WILL:

- Discuss the importance of delegation to the success of individuals, leaders, and teams
- Explore five stages of delegation and the steps that support successful delegation
- Review best practices that support success in delegation
- Create action plans to improve delegation-related skills and practices

## WHY THIS MATTERS:

Delegation can be a challenge for some leaders. A leader's willingness and ability to delegate effectively contributes greatly to the efficient use of resources, employee development, and accountability.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Delegation and Accountability; Performance Management

# DELEGATION AND ACCOUNTABILITY



This course emphasizes the benefits of effective delegation and the expectation of accountability for individuals and the organization. Learners will examine practical, thoughtful approaches that promote effectiveness in both elements of managing performance. Self-assessments, individual reflection, group discussion, and scenario work are used to engage learners and build skills. The content is composed of key elements of our full Delegating for Success and Accountability at Work courses, presenting a condensed approach to those competencies.

## LEARNERS WILL:

- Discuss the importance of delegation and accountability to the performance of a team
- Explore five stages of delegation and the steps that support successful delegation
- Explore the accountability/victim dynamic
- Discuss accountability from the perspective of a leader and an employee
- Create action plans to improve your skills and practices related to delegation and accountability

## WHY THIS MATTERS:

The ability to delegate tasks and responsibilities to employees and hold them accountable for results is central to any leadership role. Doing so is not without challenges, however. Learners get the opportunity to review best practices that support success in delegation and creating a culture of accountability on a team.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** One 3-hour instructor-led session

**See also:** Accountability at Work; Delegating for Success; Performance Management

# EFFECTIVE FEEDBACK



Feedback is key to individual development and continuous improvement at all levels. This course emphasizes the skills and best practices that promote a productive feedback experience, with communication models and techniques that learners can use to plan and engage in their own feedback conversations. Barriers to exchanging honest, clear, specific, actionable feedback are addressed so that problems can be surfaced and resolved. Learners have the opportunity to apply and practice the skills and tools and plan for a real-world feedback situation back on the job.

## LEARNERS WILL:

- Understand the reasons people avoid feedback situations
- Increase awareness of the importance of giving and receiving feedback often and well
- Learn skills to improve the ability to give and receive feedback at all levels of an organization
- Practice giving feedback using simple but effective models and techniques
- Create a plan to solicit feedback

## WHY THIS MATTERS:

Despite its importance, the feedback process is often seen as daunting and potentially uncomfortable. This course addresses the apprehensions and motivations associated with feedback and presents the feedback process as invaluable, rewarding, and critical to cultivating a healthy workplace culture.

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework

**See also:** Performance Management

# EMOTIONAL INTELLIGENCE



Emotional intelligence (EQ) is the ability to recognize and manage your feelings and respond to the feelings and behaviors of others. This course presents emotional intelligence as a fundamental element of demonstrating the traits of a leader. Learners explore how various aspects of emotional intelligence are demonstrated in the workplace and how those competencies can be practiced and developed to increase a leader's effectiveness. Through the results of the EQi 2.0 assessment and various opportunities for reflection, learners explore their own styles and tendencies in five aspects of emotional intelligence and identify ways to leverage and develop specific skills.

## LEARNERS WILL:

- Define and explore the concept of emotional intelligence and its role in effective leadership
- Increase awareness of strengths and challenges with emotional intelligence
- Practice and strategize how to improve emotional intelligence

## WHY THIS MATTERS:

Although the range of competencies that define an effective leader is broad and varied, at the core of many of them is emotional intelligence. EQ is critical to building relationships at all levels of the organization, and the development of EQ begins with self-awareness.

## ASSESSMENT:

- EQi 2.0

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

# EVERYTHING DiSC® AGILE EQ



This program teaches participants to read the emotional and interpersonal needs of a situation and respond accordingly. By combining the personalized insights of DiSC with active emotional intelligence development, participants discover an agile approach to workplace interactions and learn to navigate outside their comfort zone, empowering them to meet the demands of any situation. Participants will discover their preferred EQ mindset, recognize their potential for adapting to other mindsets, and commit to strategies for building agility.

## LEARNERS WILL:

- Explore the concepts of emotional intelligence, mindset, and Agile EQ
- Discover their preferred DiSC style and Agile EQ mindset
- Understand the need for and value of a variety of responses and mindsets
- Develop a greater ability to adapt their mindset to best meet the needs of different situations

## WHY THIS MATTERS:

An emotionally intelligent workforce is fundamental to a thriving agile culture at any organization. By developing self-awareness and agility in their ability to demonstrate emotional intelligence, individuals are better prepared to navigate different workplace challenges and interactions.

## ASSESSMENT:

- Everything DiSC® Agile EQ Profile

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 90-minute instructor-led sessions plus self-paced prework

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.



Everything DiSC<sup>®</sup> Management will increase the effectiveness of anyone in a management role. Learners deepen their understanding of themselves, their direct reports, and their own managers using the DiSC model, while learning how their management style influences their approach to a range of management competencies. Participants walk away with concrete strategies to help them adapt to the styles of their direct reports, enabling them to bring out the best in their people.

## LEARNERS WILL:

- Discover their DiSC Management Style
- Recognize the DiSC styles of others
- Identify strengths and challenges when directing and delegating
- Discover how their DiSC style affects the motivation of others and how to adapt
- Learn about their natural style of developing others and how to accommodate other style preferences using DiSC
- Learn how to modify their approach to meet the needs of their manager

## WHY THIS MATTERS:

Awareness of personal style and the ability to read and adapt to others' styles is a valuable asset for building relationships and optimizing performance. When leaders apply this perspective to their interactions, they enable everyone to contribute to their full potential.

## ASSESSMENT:

- Everything DiSC<sup>®</sup> Management Profile

## DELIVERY OPTIONS:

**In-Person:** Full Day

**Live-Online:** Two 2-hour instructor-led sessions

Note: "Everything DiSC" is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# EVERYTHING DiSC® PRODUCTIVE CONFLICT



Everything DiSC® Productive Conflict teaches learners about their personal conflict management styles so that they can approach conflict situations in a productive way. Learners increase their self-awareness regarding productive and destructive conflict behaviors and learn how to effectively respond to conflict in the workplace.

## LEARNERS WILL:

- Explore the destructive and productive conflict behaviors of each DiSC style
- Understand how to manage their response to conflict situations
- Discover communication strategies when engaging in productive conflict with colleagues

## WHY THIS MATTERS:

An increased self-awareness of personal conflict behaviors contributes to the development of positive work relationships and avoidance of the perils of unresolved conflict situations.

## ASSESSMENT:

- Everything DiSC® Productive Conflict Profile

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 90-minute instructor-led sessions plus self-paced prework

**See also:** Conflict Management; Productive Conflict Management

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# EVERYTHING DiSC® SALES



Everything DiSC® Sales teaches participants how to read the styles of their customers. The result is salespeople who adapt their styles to connect better—and close more sales. This course focuses on three vital areas: Understanding your DiSC Sales Style, recognizing and understanding customer buying styles, and adapting your sales style to your customer’s buying style.

## LEARNERS WILL:

- Discover their DiSC Sales style, priorities, strengths, and challenges
- Recognize and understand their customers’ buying styles
- Adapt their sales style to customers’ buying styles

## WHY THIS MATTERS:

When sales leaders have a better understanding of themselves and their customers, they improve performance, sales relationships, customer retention, and their connections with other external partners such as suppliers.

## ASSESSMENT:

- Everything DiSC® Sales Profile

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Conflict Management

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.



# EVERYTHING DiSC WORK OF LEADERS® OVERVIEW



Based on the book *The Work of Leaders* by Julie Straw, Mark Scullard, Barry Davis, and Susie Kukkonen, Everything DiSC Work of Leaders® approaches leadership as a one-to-many relationship. It focuses on tangible steps directed at leading a group or organization toward desired outcomes. Using the framework of Vision, Alignment, and Execution, Work of Leaders encourages leaders to understand their leadership behaviors and how they impact their effectiveness.

## LEARNERS WILL:

- Discover the Work of Leaders process
- Learn about the three drivers of Vision, Alignment, and Execution and discover the best practices that support each of the three drivers
- Explore personal strengths and challenges regarding these drivers and best practices, and create an action plan for improvement

## WHY THIS MATTERS:

Leaders are expected to achieve results in their areas or departments that ultimately move the organization toward its goals. The Vision/Alignment/Execution framework, with its corresponding drivers and best practices, provides a clear, straightforward approach to making that happen.

## ASSESSMENT:

- Everything DiSC Work of Leaders® Profile

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies



This learning experience can benefit every person in an organization—regardless of title or position, department, or function—in building more productive and effective relationships at work. It teaches participants to understand themselves and others while learning to appreciate different priorities, preferences, and values each individual brings to the workplace. With personalized insights and actionable strategies, participants learn how to adapt to the style of others, ultimately improving engagement, collaboration, and the overall quality of the organization.

## LEARNERS WILL:

- Identify their personal DiSC style and their priorities, challenges, and reactions to different DiSC styles
- Use DiSC to understand the people they work with
- Practice using DiSC to build more effective relationships at work
- Write an action plan for building more effective relationships

## WHY THIS MATTERS:

Successful workplace interactions are built on relationships. Self-awareness about personal style and how that style best works helps create more effective relationships that achieve better results.

## ASSESSMENT:

- Everything DiSC® Workplace Profile

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions with self-paced prework

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies

# EVERYTHING DiSC® WORKPLACE CERTIFICATION



This program provides facilitators and coaches with the skills they need to confidently deliver the Everything DiSC® Workplace program. Whether they utilize Everything DiSC Workplace in the classroom or as part of a one-on-one coaching session, facilitators at all levels have much to gain from becoming certified in the program and understanding all aspects of the model, profile, and accompanying reports on a deep level. The certification workshop combines online prework with instructor-led learning to prepare leaders to administer and discuss DiSC results with individuals and teams.

## LEARNERS WILL:

- Gain expertise in the Everything DiSC model and the supporting research
- Develop the ability to use (e.g., facilitate, debrief, coach) the Everything DiSC Workplace reports
- Learn to customize the program to meet the needs of an individual, team, or organization

## WHY THIS MATTERS:

Certification gives facilitators the extensive knowledge that can make the Everything DiSC Workplace assessment a transformational tool in the development of others. They'll be prepared to leverage the breadth of tools and insights the product provides.

## ASSESSMENT:

- Everything DiSC® Workplace Profile

## DELIVERY OPTIONS:

**In-Person:** 2 days with additional blended learning content as pre-session work

**Live-Online:** Three 90-minute instructor-led sessions plus self-paced prework

Note: "Everything DiSC" is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# EXERCISING INFLUENCE



This program explores different influencing styles that allow leaders to make connections, gain buy-in and support, promote ideas, maximize opportunities for collaboration and cooperation, and get results. Learners can use the Influence Style Indicator assessment to determine which of these styles is most dominant for them, which are preferred, and which are underutilized, all of which is summarized in a personalized feedback report. These insights are then applied to an action plan that brings learning to real-world situations.

## LEARNERS WILL:

- Explore two primary influence orientations and five unique influencing styles
- Identify primary and secondary circles of influence
- Examine the roles of trust and credibility in exercising influence
- Understand individual strengths and challenges for exercising influence
- Learn strategies for applying the range of influencing styles as situationally appropriate

## WHY THIS MATTERS:

The ability to influence others is an essential skill for both established and emerging leaders in the workplace. Relationships increasingly rely not on reporting lines but on collaboration and cooperation that is cross-functional or matrix-based. In these situations, the ability to influence others is a differentiator.

## ASSESSMENT:

- Influence Style Indicator (optional)

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions plus self-paced prework

# THE FIVE BEHAVIORS OF A COHESIVE TEAM™



Using activity, video, and discussion, an intact team is led through the powerful Five Behaviors model, which is based on Patrick Lencioni's best-selling book *The Five Dysfunctions of a Team*. Teams will learn and practice the behaviors that will help the team overcome obstacles to effective teamwork, work better together, and improve individual and team performance. This workshop improves learners' abilities to apply the Five Behaviors model, which has pieces that build on one another to create a strong team: building trust, mastering conflict, achieving commitment, embracing accountability, and focusing on results.

## LEARNERS WILL:

- Discover the value of a cohesive, functional team
- Understand the Five Behaviors model and how its elements work together
- Review and discuss the team's summary ratings as part of creating a plan to address opportunities for growth

## WHY THIS MATTERS:

As the workplace evolves, so do team dynamics. Now more than ever, teams need specific skills to work together effectively, regardless of where they are working. Achievement of outcomes hinges on the ability to eliminate disfunction and maximize the behaviors that enable cohesion.

## ASSESSMENT:

- The Five Behaviors of a Cohesive Team™ assessment

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Delegation and Accountability

Note: "The Five Behaviors of a Cohesive Team" is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# THE FIVE BEHAVIORS—PERSONAL DEVELOPMENT™



This program focuses on making individuals better teammates using the team-development process described in Patrick Lencioni’s best-selling book *The Five Dysfunctions of a Team*. Anchored in individual assessments based on the Everything DiSC® model, the Five Behaviors—Personal Development™ helps individuals better understand and internalize the principles of the Five Behaviors and provides a common language that can be used in organizations. Because the program is designed specifically for individuals, learners do not need to be part of the same team.

## LEARNERS WILL:

- Understand the Five Behaviors model and how it supports team success
- Explore individual tendencies for each of the five behaviors and how those tendencies affect the ability to work in a team setting
- Develop insights that will make them better team members

## WHY THIS MATTERS:

As the workplace evolves, so do team dynamics. Now more than ever, individuals need specific skills to work effectively as part of a team. When individuals understand their personal tendencies in a team environment, they are better able to behave and contribute in a way that contributes to cohesiveness and achievement.

## ASSESSMENT:

- The Five Behaviors Personal Development™ assessment

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** The Five Behaviors of a Cohesive Team™; Leading Teams

Note: “The Five Behaviors of a Cohesive Team” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# IMPACTFUL PRESENTATIONS



Whether giving a presentation is an occasional task or a routine responsibility, leaders are expected to shine while informing, educating, or making a case in front of an audience. This course presents a structured approach to developing and delivering a presentation that is impactful and compelling, no matter its purpose. Learners will explore how to plan and organize both in-person and virtual presentations and apply best practices for engaging an audience, utilizing visuals, maintaining an appropriate energy level, handling tough questions and troublemakers, and making a call to action.

## LEARNERS WILL:

- Explore two primary influence orientations and five unique influencing styles
- Identify primary and secondary circles of influence
- Examine the roles of trust and credibility in exercising influence
- Understand individual strengths and challenges for exercising influence
- Learn strategies for applying the range of influencing styles as situationally appropriate

## WHY THIS MATTERS:

Presentation skills increase a leader's influence. The ability to create well organized, focused, and compelling content and deliver it with confidence is an asset for any leader.

## DELIVERY OPTIONS:

**In-Person:** Full day

# INCLUSION IN THE WORKPLACE



Inclusion means actively involving all employees' ideas, knowledge, perspectives, approaches, and styles to maximize individual and business performance. This program allows learners to explore inclusion as an important element of organizational success, with emphasis on the characteristics and best practices of inclusive leaders and organizations. Learners discuss the nature and impact of unconscious bias on behavior, explore their own personal biases, and review ways to mitigate their effects. The practices for improving inclusivity are immediately applicable and impactful.

## LEARNERS WILL:

- Define the concept of inclusion in the workplace
- Review the characteristics and best practices of inclusive leaders and organizations
- Explore the nature and impact of unconscious bias on behavior
- Consider productive approaches to conversations about inclusion
- Create action plans for increasing effectiveness as inclusive leaders

## WHY THIS MATTERS:

The workplace provides a particularly rich environment in which to observe and experience the dynamics of diversity, equity, and inclusion, both positive and negative. When organizations build a culture committed to addressing these issues, the benefits are many: increased innovation and engagement, better team performance, improved customer relationships, and a stronger bottom line. All of these are results that any company would value.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Understanding Cultures for Effective Communication



# INTERVIEWING WITH CONFIDENCE



For any leader, selecting the right person for the right job is a key responsibility. This course also offers a proven process for conducting interviews that inform sound hiring decisions in any type of organization. Learners explore how to assess the competencies necessary to be successful in a job and review techniques for asking appropriate, targeted interview questions that elicit meaningful responses. Opportunities for practice and feedback reinforce learning. Basic legal parameters, the role of bias, and other elements for leadersto consider when preparing for and conducting interviews are also addressed.

## LEARNERS WILL:

- Discuss the interview process
- Explore the importance of clarifying needs and competencies
- Explain various questioning techniques using the STAR technique
- Explore legal issues, topics to avoid, interviewing pitfalls, and documentation best practices
- Understand biases and how to interview for job fit and practice and get feedback on interview techniques

## WHY THIS MATTERS:

Poor hiring decisions come at a tremendous cost for organizations. Leaders who are confident and skilled in conducting meaningful interviews are better prepared to determine candidate fit and can avoid the pitfalls that can complicate the process.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** One 3-hour instructor-led session

# LEADING ACROSS GENERATIONS



Generational differences can have a great impact upon how workers approach their jobs—and each other. This course explores how these differences affect the behaviors, work habits, values, cultural expectations, and preferences employees of all ages bring to their professions. Activities and insights help learners move beyond stereotypes and labels so they can cultivate a dynamic of inclusiveness and respect for the strengths that workers from all generations bring to the organization.

## LEARNERS WILL:

- Discuss the historical and cultural touchstones that have shaped each generation and how those experiences shape workplace behavior
- Examine the various generations found in the modern workplace
- Understand the dangers of generalizations, assumptions, and stereotypes
- Discuss changes in priorities and sources of motivation throughout an individual's career arc
- Examine ways to leverage individual strengths and values as opportunities

## WHY THIS MATTERS:

The modern workforce represents five generations, all of whom bring different experiences and values to their work. Increased awareness and sensitivity to generational differences in the workplace improves engagement for workers of all ages, which can result in enhanced innovation, better problem-solving, stronger interpersonal relationships, greater productivity, and higher workforce retention.

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Inclusion in the Workplace

# LEADING IN A MATRIX



Success in a matrix requires particular attention to certain key skills, including collaboration, decision making, conflict resolution, communication, influence, and performance management. In this program, learners will explore the function and importance of a matrix structure and its impact on how individuals work and how leaders get results. Learners will focus on reducing silos and sub-groups within the organization and applying existing skills in new ways to improve cross-functional, cross-departmental, and cross-geographical work performance.

## LEARNERS WILL:

- Define what it means to lead in a matrix
- Examine the challenges and benefits of leading in a matrix
- Explore the key leadership shifts required for success
- Discover best practices for organizational impact
- Practice key skills for successful matrix leaders
- Create a leadership action plan

## WHY THIS MATTERS:

Matrix structures can be intimidating and often provoke skepticism or frustration. Without strong leadership in this highly complex environment, the competition for resources and a lack of role clarity can jeopardize accountability, trust, and results.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

# LEADING TEAMS



Based on the powerful Five Behaviors of a Cohesive Team™ model, this course will position leaders to focus on and foster the behaviors that will make the team more cohesive and improve its performance. Learners will examine the role of a team leader in enabling their team to build trust, master conflict, achieve commitment, embrace accountability, and focus on results. This unique take on the Five Behaviors model presents strategies and practices that support a leader's efforts to build these behaviors and allows for reflection and planning according to each learner's needs.

## LEARNERS WILL:

- Discuss the characteristics of a successful leader
- Examine five behaviors that underlie team cohesiveness and performance
- Explore leadership strategies that support each of the behaviors

## WHY THIS MATTERS:

As the workplace evolves, so do team dynamics. Now more than ever, teams need skilled leadership to work together effectively, regardless of where they are working. Achievement of outcomes hinges on the leader's ability to identify and address disfunction and maximize the behaviors that enable cohesion.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** The Five Behaviors of a Cohesive Team™

# LEADING VIRTUAL TEAMS



Leading Virtual Teams addresses the challenges and opportunities presented to managers, teams, and organizations when direct reports and other colleagues are spread across disparate work locations. Learners will focus on leveraging the dynamics and characteristics of high-performing teams in the context of remote-worker situations. The course considers a range of factors, including culture, company policies, and leadership styles and preferences, and incorporates situational and scenario-based learning activities that allow learners to apply best practices.

## LEARNERS WILL:

- Discuss the challenges of managing virtual team members, including team- and organization-specific challenges
- Explore the dynamics of high-performing teams in the context of virtual-worker situations
- Explore best practices specific to addressing the challenges of leading virtual teams
- Develop an action plan for implementing best practices that will optimize team relationships and productivity

## WHY THIS MATTERS:

More employees than ever before are doing their jobs from locations other than the traditional workplace. As companies enact work-anywhere policies and look to accommodate the expectations of flexibility that many workers demand, leaders must adapt their approach to communicating, assigning tasks, managing performance, and building relationships.

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

**See also:** Understanding Cultures for Effective Communication

# MINDSET FOR LEADERS



Cultivating a mindset that enhances effectiveness and enables success must be a priority for any genuine leader. This course draws together research on effective leadership mindsets and distills them into six key elements that enable learners to examine the leadership mindset as a concept (e.g., fixed vs. growth), as a manifestation of their personal values and experiences, and as the product of organizational culture.

## LEARNERS WILL:

- Deeply explore the concept of the leadership mindset and its impact on individuals and organizations
- Connect the six dimensions of the leadership mindset to personal values and organizational competencies
- Synthesize learnings and individual insights to craft a personal mindset statement

## WHY THIS MATTERS:

Researchers have consistently found mindset to be a critical element of many aspects of life, including personal happiness, health, goal achievement—and professional success. The nature of a leader’s attitudes and approaches to issues in the workplace can be the difference between a positive or a negative outcome.

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

**See also:** Building Resilience

# MYERS-BRIGGS TYPE INDICATOR® WORKSHOP



The Myers-Briggs Type Indicator® (MBTI) is a nonjudgmental instrument that helps individuals and teams understand themselves and others in a way that is value-oriented versus evaluative. The preferences refer to gathering energy or processing thoughts, being detail-oriented versus big-picture-focused in gathering information, being objective or subjective in decision-making and being structured or go-with-the-flow in orienting one's lifestyle. Prior to this course, learners will complete a 95-question instrument and identify a four-letter MBTI type. Learners will receive a personalized report based on their responses, which they will then review and debrief in the instructor-led session.

## LEARNERS WILL:

- Increase self-awareness about type and recognize the value of differences
- Recognize the impact of MBTI type on leadership behaviors
- Identify verbal and non-verbal cues to each of the eight MBTI preferences
- Identify ways to flex type styles to improve interactions with others
- Identify specific actions to improve their own leadership and team effectiveness

## WHY THIS MATTERS:

Leadership success begins with self-awareness. A leader's MBTI results provide insights on the reasons behind behavior, preferences, and tendencies. With this information, leaders can leverage strengths, address challenges, and build better working relationships.

## ASSESSMENT:

- Myers-Briggs Type Indicator® Self Scorable Form M

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** One 4-hour instructor-led session

Note: Myers-Briggs Type Indicator, MBTI logo, and Introduction to Type are trademarks are registered trademarks of the Myers-Briggs Type Indicator Trust in the United States and other countries.

# PERFORMANCE MANAGEMENT



Using Dion Leadership’s SOAP model, learners will take a deep dive into the four steps in executing an impactful and clearly defined performance-management process. Learners will explore how to set and align goals, observe behavior to get results, assess and evaluate performance, and provide feedback and establish next steps. Role plays and case studies allow for learning application and peer feedback. This course also emphasizes the skills and best practices that promote a productive feedback experience and uses a simple model and actionable techniques.

## LEARNERS WILL:

- Discuss how and why organizations are evolving their approach to managing performance
- Explore an approach to setting goals and objectives that support those of the larger organization and write SMART goals
- Discuss and apply the SOAP model of managing performance, moving from setting objectives and observing behavior to assessing performance and providing feedback
- Improve the ability to give performance feedback at all levels

## WHY THIS MATTERS:

According to a 2017 Gallup poll, only 20 percent of employees report feeling strongly that they are managed in a way that motivates them to perform, or that they receive meaningful feedback. Companies are taking notice and looking to reengineer their approach to performance management to ensure leaders are bringing out the best in their employees.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Effective Feedback



# PRODUCTIVE CONFLICT MANAGEMENT



This program combines the insights of the Everything DiSC® Productive Conflict assessment with Dion Leadership’s practical, actionable model for conversations that address and resolve conflict in a healthy way. Learners increase their self-awareness regarding productive and destructive conflict behaviors and learn how to effectively respond to conflict in the workplace. They also plan, practice, and receive feedback on real-life conflict conversations in a way that builds skill and confidence that can be immediately applied.

## LEARNERS WILL:

- Explore the destructive and productive conflict behaviors of each DiSC style
- Understand how to manage their response to conflict situations
- Discover communication strategies when engaging in productive conflict with colleagues

## WHY THIS MATTERS:

Conflict in the workplace is unavoidable. What can be avoided, however, is the stress and loss of productivity and trust that can go with it. When individuals understand the strengths and challenges of their own conflict style and have the insight and tools to approach conflict as a necessary, productive experience, they solve problems more efficiently and build stronger relationships.

## ASSESSMENT:

- Everything DiSC® Productive Conflict Profile

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

**See also:** Conflict Management; Everything DiSC® Productive Conflict

# TEAMS AND TRUST



This course combines the framework of Patrick Lencioni's Five Behaviors of a Cohesive Team™ model with the teachings of Charlie Green, the author of three best-selling books about trust. Lencioni emphasizes trust as the first and foundational of the Five Behaviors; Green's research, as outlined in *Trust-Based Selling* and *The Trusted Advisor*, examines trust as a fundamental element of the manager-employee relationship. Learners complete a detailed assessment that helps them understand their natural styles and how they align with the critical behaviors that build trust.

## LEARNERS WILL:

- Analyze the Trust Quotient Assessment to identify personal strengths and areas for trust development
- Explore how to create an environment of trust-based leadership by demonstrating credibility, reliability, intimacy, and low self-orientation
- Explore aspects of leading cohesive teams to build trust, master conflict, achieve commitment, embrace accountability, and focus on results

## WHY THIS MATTERS:

Trust is the basis for healthy individual and team relationships. When trust is established, interpersonal relationships and team dynamics improve, enabling the achievement of results.

## ASSESSMENT:

- Trust Quotient Assessment

## DELIVERY OPTIONS:

**In-Person:** Half day or full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** The Five Behaviors of a Cohesive Team™; Leading Teams; Trust-Based Leadership

# TIME MANAGEMENT



This program teaches skills and strategies for efficiently managing time and organizing work. Strategies learned include planning, note-taking, prioritizing, scheduling, responding when the day doesn't go as planned, handling interruptions, and staying organized.

## LEARNERS WILL:

- Define time management
- Assess current time-management practices, including strengths and challenges
- Identify time wasters and what to do about them
- Prevent and control interruptions
- Organize communications

## WHY THIS MATTERS:

Individuals who feel in control of how they spend their time also feel more productive and efficient. With insight and the adoption of specific techniques, the ability to manage time day-to-day will improve.

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions

# TRUST-BASED LEADERSHIP



This comprehensive workshop is designed for front-line and middle managers in leadership positions. This program was created by one of the most influential writers and researchers on trust, Charlie Green. Green has written three best-selling books about trust, including *Trust-Based Selling* and *The Trusted Advisor*. The course includes a detailed assessment used as a diagnostic tool for leaders to understand their natural styles and how they align with the key behaviors that build trust. Leaders will learn how to create an environment of trust-based leadership and demonstrate credibility, reliability, intimacy, and low self-orientation.

## LEARNERS WILL:

- Define the difference between trusting and being trustworthy
- Analyze the Trust Quotient assessment to identify personal strengths and areas for trust development
- Apply five skills that build trust: listening, risk-taking, partnership, improvising, and self-awareness
- Implement a personal plan for building trustworthiness

## WHY THIS MATTERS:

Trust is the basis for healthy individual and team relationships. When trust is established, interpersonal relationships and team dynamics improve, enabling the achievement of results.

## ASSESSMENT:

- Trust Quotient Assessment

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Leading Teams; Teams and Trust

# UNDERSTANDING CULTURE FOR EFFECTIVE COMMUNICATION



This program provides a basic understanding of culture and the specific behaviors that culture affects, particularly in a business setting. Learners will be introduced to the characteristics, values, and behaviors of high-context versus low-context cultures and have the opportunity to practice navigating communication situations with each of these groups. Learners will also learn and apply best practices for effective cross-cultural communication, identify barriers to cross-cultural communication, and reflect on their personal cultural characteristics as well as those of their organization.

## LEARNERS WILL:

- Define culture and describe how culture affects behavior
- Compare high-context/relationship-based cultures with low-context/rules-based cultures in a business setting
- Explore strategies for effective cross-cultural communication
- Explain how respecting cultural differences can lead to a reconciliation of differences

## WHY THIS MATTERS:

For many businesses, facilities, workers, and customers could be almost anywhere these days. Communication can sometimes be a barrier, not just because of language differences but also because of cultural differences. Insights and strategies that facilitate better cross-cultural communication benefit relationships and productivity.

## DELIVERY OPTIONS:

**In-Person:** Half day

**Live-Online:** Two 3-hour instructor-led sessions plus self-paced prework

**See also:** Communicating with Impact; Inclusion in the Workplace

# VISION, ALIGNMENT, AND EXECUTION: THE WORK OF LEADERS



Based on the book *The Work of Leaders* by Julie Straw, Mark Scullard, Barry Davis, and Susie Kukkonen and Wiley's Everything DiSC Work of Leaders® Overview workshop, this program uses best-practice research to teach the process most effective leaders follow. It gives learners a fundamental language and clear framework for leading and covers the skill sets required to increase business performance.

## LEARNERS WILL:

- Explore the meanings, drivers, and best practices of visioning, alignment, and execution in a leadership context.
- Increase awareness about current visioning, alignment, and execution behaviors and practice the related skills
- Provide insight to and receive insight from peers on process details
- Create a vision and a plan for gaining alignment and executing it

## WHY THIS MATTERS:

This course provides a crafted vision for the future through exploration, boldness, and testing assumptions for learners. They will be shown a proven method to communicate with clarity, engage in dialogue, and provide inspiration so that everyone is moving in the same direction.

## ASSESSMENT:

- Everything DiSC Work of Leaders® Profile

## DELIVERY OPTIONS:

**In-Person:** Full day

**Live-Online:** Two 2-hour instructor-led sessions

**See also:** Everything DiSC Work of Leaders® Overview

Note: “Everything DiSC” is a registered trademark of John Wiley & Sons, Inc., or its affiliated companies.

# EXPERIENTIAL LEARNING THROUGH BUSINESS SIMULATIONS

Dion Leadership has partnered with a leading global custom business simulation creator to offer our clients a set of **business simulations** to support the application of our leadership development curriculum. This learning modality is a form of "serious gaming" that encourages the development of business skills by presenting testing and realistic business scenarios and asking the learners to make informed decisions, championing the concept of "learning by doing."

These **facilitated computer-based simulations** enhance and reinforce the models taught in our proprietary training courses. Competition and collaboration are part of the dynamic as learners work in teams to move through the simulation. These simulations create an immersive learning experience that is supported by post-activity review and feedback. In addition to their utility in learning programs, these simulations are also suitable as a teambuilding activity at group events.

Two of our signature simulations, designed to be facilitated virtually or in a classroom setting using computers, are:

## A Systematic Guide to High Performing Teams (HPTs)

**CHAPTER:** A high-performing teams business game that develops change management and team process improvement skills as you try to win the confidence of new team members and help them operate as a high-performing team..

Through the course of the simulation, learners must develop a compelling change narrative, demonstrate an understanding of social dynamics, and build rapport, deal with different attitudes to change, and make effective change interventions. Applied skills include understanding the relationship between change and process, operating an effective team, managing team meetings and communications, achieving alignment and support, making decisions under pressure, demonstrating agility, managing time, and processing new information effectively.

## A Systematic Guide to Business Acumen & Leadership Using Dilemmas

**XSIM:** A business strategy game that helps learners develop business leadership skills by assuming the role of key members of the executive leadership team at a successful global organization.

Through the course of this simulation, learners must deal with 10 dilemmas that are recurrent for leaders in any business. To do so, they must understand P&Ls, read and react to market changes, manage the customer value chain, assess leading and lagging indicators, resolve problems and make trade-offs, and respond to unexpected challenges and opportunities.

# LEADERTALKS

Dion Leadership is pleased to now offer a series of **LeaderTalks** as a learning option for large groups. LeaderTalks are 60-90 minute live online interactive presentations on specific leadership or personal development topics based on our larger leadership curriculum. Led by one of our master coaches, these LeaderTalks are opportunities to spark discussion, reinforce best practices, explore current trends, and promote engagement. Our current offerings include:

<p><b>Building Resilience</b></p>	<p>Understand how resilience impacts work life, unpack how to demonstrate more resilience and respond differently to challenging life events, and begin to establish a practice and ability to regularly recover, adapt, and grow for stronger workplace well-being.</p>
<p><b>Courageous Leadership</b></p>	<p>This talk helps participants understand the importance of courage in a leadership context. Participants will explore factors that enable and limit their ability to act with courage and identify opportunities to build courage capacity in themselves and others.</p>
<p><b>Leading in a Matrix</b></p>	<p>This talk unpacks specific elements prominent in highly matrixed organizational structure. We will examine challenges and benefits of leading in a matrix and explore key leadership shifts required for success in this environment.</p>
<p><b>Leading Through a Crisis</b></p>	<p>This talk gives leaders a quick set of insightful coping tools and explores ways to demonstrate authenticity and caring, ensure a balanced empathetic and clear approach to leading, and apply best practices in communication.</p>
<p><b>The 6 Elements of a Leadership Mindset</b></p>	<p>The intense challenges of our current environment demand decisive action by leaders at all levels. These 6 commitments ensure that action is focused, intentional, and effective.</p>



<b>Time Management</b>	In this practical talk, we will help participants take ownership over their time by learning strategies for efficiently managing time and organizing work. This tool-focused talk exposes participants to a set of time mastery dimensions, identifies time wasters, and provides a few practical tips to incorporate into day-to-day activities.
<b>Trust-Based Leadership</b>	Building trust with others is a foundational component of leadership. In this talk, we will define the difference between trusting and being trustworthy. We will educate and motivate participants to make trust-building a priority by learning how to demonstrate credibility, reliability, intimacy, and self-orientation.



*Extraordinary Coaches & Consultants Delivering  
Powerful Leadership Solutions*



**Would you like your employees  
to start every day *excited* and  
end every day *accomplished*?**

---



**Dion Leadership can help you  
by providing:**

- Leadership Coaching
- Leadership Development Programs
- Team Effectiveness Facilitation
- Talent Assessment
- Organizational Development Consulting

**We do this work with a:**

- Long-term partnership philosophy
- People-centered approach
- Team of extraordinary coaches & consultants
- Set of powerful solutions

**Let's get started!** Contact us today so that we can  
pinpoint how best we can help your organization.

---

Step 1

**DISCOVERY**

Tell us about your  
unique problem.

Step 2

**TAILORED  
SOLUTION**

We provide a  
custom plan.

Step 3

**RESULTS**

Together, we get  
to work!

**DION**  
LEADERSHIP

39555 Orchard Hill Place, Suite 115  
Novi, MI 48375  
248.515.2235

**LetsTalk@DionLeadership.com**  
**dionleadership.com**