

LEADERSHIP PROGRAMS

Emerging Leaders

achieve+forum™

Emerging Leaders

Activating Change: Individual Contributor

Audience: Emerging leaders

ILT - 1/2 day
vILT - 2 hour session + 20 minutes
preparation activities
eLearning - 90 minutes

Business Outcomes:

Emerging leaders who need to remain engaged and productive during periods of organizational or technological change.

Learning Outcomes:

This program will enable your emerging leaders to:

- Describe the benefits of becoming change capable
- Learn about a change in efficient, productive ways
- Identify external business realities that create the need for change
- Leverage past successes and strengths to adapt to change
- Take positive action within their areas of control
- Resist the natural tendency to sink into a negative view of change

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Emerging & First-Level Leaders

Collaboration Skills

Audience: First-level leaders and emerging leaders who need to develop collaboration skills and/or understand how to develop them in others prior to taking on a first-level leadership role.

ILT - 2 days

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Business Outcomes:

More effective collaboration among leaders and their teams, and more efficient delivery of results to the organization.

Learning Objectives:

This program will enable your leaders and emerging leaders to:

- Generate the effective two-way communication necessary for fruitful collaboration
- Involve the right people in the collaborative effort, in such a way that maximizes their contribution
- Leverage group intelligence through collaborative decision making
- Minimize the impact of unproductive conflict through responding strategically to different conflict styles and implementing a reliable conflict resolution model

Hallmarks of Supervisory Success

Audience: Emerging leaders identified for transition to a supervisory role, or any first-level leader who needs a brush-up on the basics.

ILT - 1/2 day
vILT - 2 hour session + 25 minutes
preparation activities
eLearning - 90 minutes

Business Outcomes:

New leaders who can redefine their relationships with their teams, translate and implement strategy, tap into the commitment of their teams, and gain ongoing support from their managers.

Learning Objectives:

This program will enable your leaders and emerging leaders to:

- Manage their transition to a supervisory role
- Outline actions required to build credibility
- Identify strategies to tap into the commitment of others
- Create a clear connection between departmental and organizational goals to increase work group commitment
- Plan for conversations with their managers that build constructive relationships and gain their support

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Identifying Work Priorities & Setting Verifiable Goals: Individual Contributor

ILT - 2 Sessions or 1 half day module
vILT - 2 hour session + 25 minutes preparation activities
eLearning - 2 hours

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Audience: First-level and emerging leaders who need to answer two questions: “What should my high-priority responsibilities be right now?” And “How will I and others know how well I’m performing?”

Business Outcomes:

Leaders and emerging leaders who prioritize their work according to desired results, formulate clear goals, and use objective terms that verify success.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Rank work responsibilities based on their organizational contributions
- With their managers’ guidance, identify work priorities
- Translate high-priority responsibilities into verifiable goals
- Communicate with others about priorities and goals

Listening in a Hectic World

ILT - 1/2 day
vILT - 2 hour session + 25 minutes preparation/post-work activities
eLearning - 90 minutes

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Audience: First-level and emerging leaders who need to understand the big-picture issues, leverage the experience in their team, and build a shared team purpose.

Business Outcomes:

Leaders who can balance getting the information they need with building positive interpersonal interactions and effectiveness.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Make better decisions about how and when they spend their listening time
- Improve the quality of the information they receive by demonstrating curiosity and open-mindedness
- Enhance the accuracy of what they hear by managing internal and external distractions more effectively
- Improve performance by listening to negative feedback non-defensively
- Save time by managing the flow of off-track conversations

Managing Your Priorities

ILT - 1/2 day
vILT - Two 90-minute sessions + 20-30 minutes preparation activities
eLearning - 90 minutes

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Audience: First-level and emerging leaders who need to improve their ability to meet their top priorities.

Business Outcomes:

Leaders who manage their top priorities in a way that achieves desired strategic results.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Identify their top priorities
- Assess their current success in sustaining focus
- Utilize practical strategies to attain focus and achieve their priorities
- Effectively manage requests from colleagues
- Gather the information they need to respond intelligently to a request
- Negotiate the terms of requests, so they say “yes” more often
- Ask for help or advice
- Say “no” gracefully, when necessary

Resolving Conflicts with Your Peers

Audience: First-level and emerging leaders who need a process for resolving conflicts with peers that encourages shared solutions and builds constructive relationships.

ILT - 1/2 day
vILT - 2 hour session + 45 minutes
preparation/post-work activities
eLearning - 90 minutes

Business Outcomes:

Leaders who resolve peer conflicts skillfully and confidently to avoid damaging relationships while they improve personal focus and productivity.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Reduce the impact that conflict has on productivity and work relationships
- Get a clear picture of the causes behind a conflict
- Prepare to address conflict with a resolution mind-set
- Talk through a conflict situation objectively and non-defensively
- Develop first steps and trial solutions to begin to resolve a conflict
- Follow through to keep momentum toward a solution

Speaking to Influence Others

Audience: First-level and emerging leaders who need techniques and strategies that achieve business results by gaining the attention, ensuring the understanding, and influencing the actions of other people.

ILT - 1/2 day
vILT - 2 hour session + 40 minutes
preparation/post-work activities
eLearning - 90 minutes

Business Outcomes:

Leaders who organize and deliver ideas clearly, concisely, and convincingly to get results with others, even those who are busy, distracted, or bombarded with competing requests.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Focus on addressing the needs of their listeners and achieving their objectives
- Encourage desired action by delivering their message clearly and concisely
- Handle resistance by responding to their listeners' ideas, opinions, and concerns
- Ensure that their ideas are acted on by developing concrete follow-up plans
- Share ideas for workplace improvements and innovations geared toward better business results

Addressing Emotions at Work

Audience: First-level and emerging leaders who need to manage their own strong emotions and productively respond to the strong emotions of others.

ILT - 1/2 day
vILT - 2 hour session + 10 minutes
preparation/post-work activities
eLearning - 90 minutes

Business Outcomes:

Leaders who stay on top of their emotional reactions and help others do the same to promote productivity, healthy relationships, and personal well-being.

Learning Outcomes:

This program will enable your leaders and emerging leaders to:

- Identify the impact of emotions on their own productivity
- Be more aware of factors that cause their emotions to intensify, so they can manage them more effectively
- Address their own strong emotions, so they can focus on getting work done
- Know when it is useful and appropriate to take positive action to help others manage their emotions
- Respond to the strong emotions of others in a constructive and objective way

Skillful Conversations

Audience: All levels of leaders.

Business Outcomes:

Leaders who are able to succeed in their relationships and performance by practicing a few key skills in their daily conversations.

Learning Outcomes:

This program will enable your leaders to:

- Build clarity and accuracy when communicating
- Test the assumptions that underlie their communications in order to dismantle incorrect ones
- Use high-gain questions to enhance the skillfulness of their conversations
- Foster careful listening and speaking in order to ensure full understanding
- Identify their own strengths and areas for further development in skillful conversations

ILT - 1/2 day

Building Trust Under Pressure: The Basic Principles

Audience: All leaders and emerging leaders who need to earn credibility and trust, build a wide network of effective relationships, maintain a positive work environment even under pressure, and defuse highly charged situations with others.

Business Outcomes:

Leaders with solid foundational leadership habits for building productivity and strong working relationships.

Learning Outcomes:

This program will enable your leaders to:

- Identify six Basic Principles for building credibility and trust with others in challenging situations
- Identify and use their Basic Principle strengths under pressure
- Use the Basic Principles to address problems and take positive action in challenging situations

ILT - 1/2 day

vILT - 2 hour session

eLearning - 90 minutes

About AchieveForum:

AchieveForum delivers leadership solutions that are designed for the customer and are built on more than 85 years of global experience. Our tailored learning solutions are created with purpose and driven by innovation to help organizations effectively execute their business strategies. We provide clients with practical and research-based products and programs that mobilize employees, accelerate business-initiative implementation, and improve agility. For more information, go to:

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