

LEADERSHIP PROGRAMS

Senior-Level

achieve+forum™

Mid-Level & Senior-Level Leaders

Leading Complex Decisions

Audience: Mid-level or senior leaders. This program is not suitable for front-line managers, team leaders, or individual contributors.

ILT - 1 day

Business Outcomes:

Managers equipped with a process, strategies, and tools for improving the quality and speed of making complex decisions—and for ensuring that those decisions stick.

Learning Outcomes:

This program will enable your leaders to:

- Improve both relationships and quality in decision-making processes
- Avoid hidden traps when making decisions
- Assess their decision situation and take appropriate actions according to the situation
- Ensure clarity about the decision to be made, a shared understanding of the situation, and commitment to the decision
- Make the decision with consensus or without, as appropriate
- Check their progress in the decision-making process

Bridging Strategy to Outcomes

Audience: Mid-level and senior-level managers who need to drive operational activities toward strategic goals.

ILT - 2 days

vILT - Six 2 hour sessions + 1 hour 45 minute preparation/intersession activities

Business Outcomes:

Leaders who rise above the pack to achieve measurable outcomes through listening for groundbreaking ideas, aligning performance with strategic direction, lobbying for support, making decisions based on sound data, and helping people see how their actions make a difference.

Learning Outcomes:

This program will enable your leaders to:

- Seek out, clarify, and confirm ideas and information
- Describe organizational issues and strategy in a compelling way
- Recognize the challenges and benefits of giving feedback
- Focus individual action on issues through feedback
- Explore useful ideas for turning strategies into action
- Lobby for the support and resources you need to address key organizational issues

Accelerating Strategic Initiatives

Audience: Mid-level and senior-level leaders who lead strategic initiatives or complex projects. Can be adapted for first-level leaders or for individual contributors who lead project teams. (Not intended for senior executives.)

ILT - 1 day
vILT - Two 2 hour sessions + 4 hours preparation/intersession activities

Business Outcomes:

Faster, more successful execution of projects and initiatives by setting them up for success from the outset, with a focus on building involvement in the effort across various affected groups.

Learning Outcomes:

This program will enable your leaders to:

- Accelerate successful execution of projects and initiatives
- Communicate about their initiative in a clear and compelling way
- Involve people in dialogue about the initiative and in shaping the execution plan
- Assess progress, identify obstacles, and correct course
- Reduce the impact of unanticipated events on execution

Dilemma Management

Audience: Mid- and senior-level leaders who need to wrestle with and lead through situations with no simple right answer.

ILT - 3 hours

Business Outcomes:

Leaders who are better able to manage complex business situations (e.g., the dilemma of focusing on short-term profitability or long-term growth) and more effectively deliver results.

Learning Outcomes:

This program will enable your leaders to:

- Differentiate a problem from a dilemma
- Identify and analyze dilemmas
- Develop and apply strategies for successfully managing dilemmas

Leading Change

Audience: Mid-level and senior-level leaders who are leading strategic initiatives or broad changes in their part of the organization.

ILT - 2 days
vILT - Four 2 hour sessions + 8 hours preparation/intersession activities

Business Outcomes:

Leaders who can accelerate change efforts throughout the strategy execution life cycle, manage multiple initiatives, and adapt to constant change while successfully driving results.

Learning Outcomes:

This program will enable your leaders to:

- Sustain high performance under turbulent conditions through improving their personal adaptability to change
- Successfully implement a change initiative through all phases of the execution life cycle
- Develop and maintain a broad base of commitment and support for new strategies, initiatives, and programs

Leading Through Transitions

Audience: Mid-level and senior-level leaders who have recently been, are presently, or will soon be making a key leadership transition.

ILT - 1 day
vILT - Two 2 hour sessions + 4 hours preparation/intersession activities

Business Outcomes:

Reduce the impact of common leadership transitions on leaders and their teams and increase their ability to quickly deliver results during these times. (Transitions addressed are high stakes turning points that result in high rates of failure: a new role, special assignments, new team members, new organizational strategy or leadership.)

Learning Outcomes:

This program will enable your leaders to:

- Deliver rapid results during times of common leadership transitions
- Quickly recognize their business context and respond appropriately to it
- Create alignment with their team and manager
- Gain support from key individuals who will help drive success
- Enable their team to respond to transitions with speed and agility

High Performance Leadership

Audience: Mid-Level and senior-level leaders as well as high potential employees.

ILT - 1 day

Business Outcomes:

Leaders with enhanced ability to plan and take action to elevate their performance as leaders.

Learning Outcomes:

This program will enable your leaders to:

- Elevate their performance as a leader
- Identify and address derailers that limit their leadership
- Seek information from others to inform future behavior
- Create a plan for implementing new effective leadership behaviors
- Increase their personal accountability for change

Activating Change - Executive Version

ILT - 1 day

Audience: Executives and other senior leaders who face challenges that require significant and sustained organizational change.

Business Outcomes:

In the past, an executive team's primary focus was the change itself. Today, this focus has expanded to include helping the organization respond to wave after wave of change, in short to become "change-capable." This workshop helps executives address deficiencies revealed in a companion multi-level survey by applying four best practices that can move employees beyond grudging compliance to active commitment.

Learning Outcomes:

This program will enable your leaders to:

- Apply essential practices to a key change initiative
- Build a change-capable organization
- Work as a team to build momentum for change
- Coach leaders in the practices and tools of change management

Leading Across Boundaries

ILT - 2 days

Audience: Senior-level leaders and upper-mid-level leaders being prepared for more senior levels of management.

Business Outcomes:

Leaders who can set direction and promote collaboration across organizational boundaries, inside and outside the organization, resulting in more effective collaboration among functions, divisions, and teams as well as suppliers, partners, and customers.

Learning Outcomes:

This program will enable your leaders to:

- Generate more effective collaboration among functions, divisions, and teams, as well as suppliers, partners, and customers
- Create a compelling context for a cross-boundary endeavor so that people will want to work together
- Gain support and involvement from the right mix of players who can successfully move the cross-boundary initiative forward
- Improve personal ability to lead without direct authority

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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