Justice
LEADERSHIP

LEADERSHIP DEVELOPMENT PROGRAMS

SHARON JUSTICE

Sharon has worked for over 25 years in various industry sectors focused on strategically growing businesses while equipping leaders and individuals for success.

Through Justice Leadership she consults with organizations on Strategy, Human Resources, and Leadership Development.

From 2011-2022 Sharon was a faculty member with East Carolina University, College of Business. She taught Leadership in Action and Training and Employee Development in the HR management degree program. Prior to ECU, she achieved the title of Senior Vice President of Human Resources with Wells Fargo, working in multiple business segments with both Wachovia and Wells Fargo over her 17 year career.

Through her expertise in Human Resources and her work through the College of Business Professional Programs office she has led several initiatives in developing and delivering customized leadership programs. She is a Faculty member of the Executive Farm Management as a collaboration between ECU, NC State, Clemson and University of Georgia. In private practice she is a sought after leader in developing programs and content for the NC Bankers Association School of Banking and the NC Association of CPAs.

She holds specialized certifications in several programs. She's an award-winning speaker and teacher. She has been recognized by the NCACPA as outstanding presenter in 2018, 5.0 Speaker in 2017 and as an ECU Incredible Woman in 2019.

Active in her community, she is a frequent presenter for Heart for Greenville, on the board of the NC Coastal Chapter of the Society of Human Resource Management, past board member for the NC State Council for SHRM and active in her church.

Sharon holds an undergraduate degree in Business Administration, Small Business Management, and an MBA, both from East Carolina University. She also holds a Senior Professional in Human Resources designation from both the HR Certification Institute and the Society of HR Management.

sharon@justiceleadership.com   252-714-0042   www.linkedin.com/in/sharonjustice

Program Title: 4 Stages of a Team: Teamwork in Action

Course Overview

For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to more successes.

Highlights

The 4 Stages of a Team will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer or team leader. By exploring the stages of team development leaders will have keen insights as to the underlying behaviors of teams and practice leadership attributes that help the team to be a high performing team.

Workshop Objectives:

- Describe the concept of a team, and its factors for success
- Explain the four phases of the Tuckman team development model and define the characteristics
- Describe actions to take as a leader and as a follower for each of the four phases (Forming, Storming, Norming and Performing)
- List actions to do -- and those to avoid -- when encouraging teamwork

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1 hour

Program Title: 10 Soft Skills You Need

Description

The meaning of Soft Skills can sometimes be difficult to describe. It can be that unique attribute or characteristic that facilitates great communication. It can be the special way that you show confidence in a challenging situation. These and other events can become more easily managed with this great workshop.

Highlights:

With our 10 Soft Skills You Need workshop participants will begin to see how important it is to develop a core set of soft skills. By managing and looking at the way people interact and seeing things in a new light, participants will improve on almost every aspect of their career.

Learning Objectives:

Discuss how soft skills are important to success in the workplace

Understand the 10 key soft skills everyone should have

Understand how to use soft skills to communicate, problem-solve, and resolve conflict

Apply soft skills to specific situations

Use soft skills to relate more effectively to others in the workplace

Apply soft skills to specific situations

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	2 hours

Program Title: Assess and Adapt to Effectively Lead Your Team

Description

Paul Hersey and Ken Blanchard developed a framework for leaders to more effectively influence their team based on the variables in the situation in 1969. This model was comprised of a combination of Manage Directive and Supportive behaviors based on the Willingness and Ability of the team member. Leaders today can benefit from studying this model in order to more effectively lead their teams and organizations in a variety of situations.   Through this workshop, participants will be reminded that one size does not fit all.   Effective leaders master the ability to assess and adapt their approach based on the variables in every situation.

Highlights:

Leaders need to asses and adapt their management style based on the needs of their followers. This workshop will breakdown the barriers of leading in each situation and provide practical steps and approaches based on the willingness and ability of followers.

Learning Objectives:

• Explore the concepts of the Situational Leadership Model by Hersey and Blanchard

• Understand the need to Assess and Adapt leadership styles based on Willingness and Ability of the team member

• Discover your personal leadership style preferences

• Gain insight on how to lead others effectively based on their needs

• Practice Flexibility in leading others

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	1 hour

Program Title: Be a Better Listener

Description

This workshop helps participants identify the extent to which they practice behaviors that promote effective listening as well as those that contribute to a breakdown in listening. Building off of this knowledge, participants engage in practice activities to learn how to become better listeners.

Highlights:

Do we listen or hear? Listening is active. It takes work. The deck is stacked against us in this environment of distraction. This workshop will take participants on a practical journey to examine their own listening profile and practice activities and behaviors to be a better listener.

Learning Objectives:

- Assess your own listening skill
- Understand what it means to listen and why effective listening skills are so important
- Recognize and overcome common barriers to listening
- Identify and practice behaviors that promote effective listening

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1 Hour

Program Title: Building Leadership Confidence

Description

It takes work be move beyond a supervisor to be a leader. This session will explore the characteristics of an effective leader using the Kouzes and Posner approach which consists of Model the Way, Inspire Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart. This workshop will focus on the daily actions and activities to be a more confident leader by leveraging the 5 leadership characteristics.

Highlights:

Being a great leader takes effort.   Supervisors manage tasks but leaders inspire and influence others. This workshop will explore characteristics of great leader who have the confidence to effectively lead teams to accomplish their goals and objectives

Learning Objectives:

- Examine Difference between Supervision and Leadership
- Explore the Kouzes and Posner Characteristics of leaders Model
- Review the 5 Characteristics of Leaders:
- Conduct a personal inventory
- Create an action plan

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1 hour

Program Title: Building More Effective Relationships

Description

Relationships can be tricky. It seems we are always needing to work on some aspect of relationship building to be more effective. This workshop will present behavioral styles and the impact on our relationships through the foundation of DiSC, a behavior styles model.

Highlights:

Participants will identify their primary DiSC style while learning about the characteristics and behaviors of all 4 styles, how to recognize style in others and strategies to interact with those similar and different to their own personal style.

Learning Objectives:

- Understand our own styles
- Understand the impact our style on others
- Develop tools to read the styles of others
- Use the principles of DiSC styles to improve communication and interpersonal interactions
- Establish the foundation for building better relationships through awareness of style

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1.5 hours

Program Title: Business Continuity Planning

Description

No one likes to think about business disruptions.   During 2020 businesses experienced firsthand just how possible it is for some of the most unlikely events to happen. These improbable events have tested our limits and shown a few cracks in business continuity planning. If you haven't addressed business preparedness in a while, or found that you need to revisit some of your plans, this session is for you.

Highlights:

Preparedness Planning: Ensuring your business can survive the unexpected

Learning Objectives:

- Explore what Preparedness planning is
- Discuss why it is important
- Define what to address in your plan
- Review how to create your plan

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	1.25 hours

Program Title: Business Writing

Description

Writing is a key method of communication for most people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts such as spelling, grammar, and punctuation. It will also provide examples of time saving reports. All of this will provide that extra edge in the workplace

Highlights:

Everyone can use a refresher in the mechanics of writing well for the business audience. In this workshop participants will have time to review English grammar, sentence composition and paragraph construction. After the refresher, we will explore common business writing scenarios and tips to make each letter, email, report, proposal or executive summary a strong, persuasive, concise document to convey messages clearly and succinctly. Finally, collaborative writing tips and proofreading techniques will complete the session providing for a comprehensive writing review.

Learning Objectives:

- •   Practice tips and techniques in writing concisely
- •   Explore best practices of writing email messages
- •   Develop better awareness of common spelling and grammar issues in business writing.
- •   Review basic concepts in sentence and paragraph construction.
- •   Review proofreading techniques to improve proofreading skills.

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Personal development
Program Length:	1 hour on demand, 2 hours in person

Program Title: Dealing with Conflict

Description

Wherever two or more people come together, there is bound to be communication challenges and even conflict. This course will give participants a solid foundation in managing difficult conversations. By exploring proven techniques in listening, diffusing resistance and utilizing a seven-step conflict resolution process, participants will be confident in their ability to resolve conflict disputes of any size.

Highlights:

Participants will learn crucial conflict management skills, including dealing with anger, understanding conflict styles and practicing the conflict resolution model. Dealing with conflict is important for every organization no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, turnover and impacts to company culture.

Learning Objectives:

- Understand what conflict and conflict resolution mean
- Understand all six phases of the conflict resolution process
- Understand the five main styles of conflict resolution
- Be able to adapt the process for all types of conflicts
- Be able to break out parts of the process and use those tools to prevent conflict
- Be able to use basic communication tools, such as the agreement frame and open questions

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Individual Contributors, New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	1.5 hours

Program Title: Discover Your Strengths, Lead with Strengths

Description

"You can't be anything you want to be, but you can be a whole lot more of who you already are" (Rath). Using our strengths helps us to be a whole lot more of who we already are. When using strengths, people are 6 times more likely to be engaged in their work. During this session participants will uncover their strengths and how to best use those strengths to be more successful, happy and engaged in their work. We will also explore how strengths create predictable leadership patterns in individuals and in teams.

Highlights:

Explore the foundations of Strengths
Using the StrengthsFinder report, uncover your personal strengths and how those strengths influence your actions
Understand ways to leverage your strengths to do what you do best every day
Create your Individual Strengths Profile summary
Discuss the individual strengths of each team member and the collective strengths of the team
Explore how the individual strengths align in Leadership Domains
Discuss the strengths of the team and how to best leverage individual team members contributions
Look forward as a team with insights and new actions to leverage strengths

Learning Objectives:

Identify individual Strengths
Define individual Leadership Domains
Explore actions teams can take to utilize strengths and improve performance

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	1.5 hours on Demand, 2 or 3 hours in person

Program Title: Enhancing Communication: What's My Communication Style

Description

Learning Outcome: Uncover 4 Styles of communication. After attending this program each participant will understand how to identify their preferred style and develop strategies to more effectively communicate with each of the 4 styles.

Highlights:

Everyone has had a communication mishap at least once! This session will help participants understand how misunderstandings occur and practical tips to use communication styles to enhance communication and ultimately build better relationships.

Learning Objectives:

- Examine how communication impacts our relationships with others.
- Identify Different methods of communication
- Identify My Communication Style
- Recognize Strengths and Trouble Spots
- Identify Styles of Others
- Identify Method to enhance communication between styles

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1.25 hours

Program Title: Elevate Your Virtual meetings

Description

You CAN be a great meeting host or facilitator in a virtual environment. Take your meeting to the next level. Leave long boring meetings behind with a few simple tips and tweaks. It does require courage to try something new, and openness to explore innovative approaches. This online session will provide an overview of methods and tools to plan and lead your next meeting in a virtual setting.

Highlights:

You can lead Engaging, Productive Virtual meetings. Participants will walk through the planning process leading virtual meetings that are engaging, collaborative and productive.   Leave boring, routine meetings behind.   Lead the way as you bring an exciting and innovative approach to your meetings using these simple tips and practices.

Learning Objectives:

- Debunk the Fear: Understand virtual learning and interactive meetings ARE possible and within everyone's capability
- Review the planning steps needed to foster engagement and interaction with your participants.
- Explore Tools: There are unlimited types of tools, apps and methods to expand your toolkit, beyond a "talking head and PowerPoint".   This session will explore several options you can begin to use immediately.

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	none
Level:	Any
Field of Study:	Leadership, Management
Program Length:	1 hour

Program Title: Handling Sticky Conversations with 1 Simple Change

Overview:

At times conversations can be sticky which can often lead us to avoid these difficult situations. During this session, we will review what makes a conversation "sticky'. We will explore tips to make language more specific and less complicated while learning to introduce with an "I statement" point of view rather than an attack.

Highlights:

One simple change to initiating a conversation can make all the difference.

Objectives:

- Uncover what makes a conversation sticky
- Develop strategies to diffuse the emotion
- Practice the "I statement" to elevate your conversations to be less sticky

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	1 hour

Program Title: Know What you are FOR: Care for your team so they care for your clients

<u>Description</u>

This session will focus on the steps you can take to create an irresistible effective work culture where people are FOR each other. Why do people want to work for you? This session explores the reasons people work and why they choose to work for specific companies and managers. By understanding the values and motivations, leaders can seek team members with the right skill set that fit the culture and will be ready to succeed Being intentional with your people and your culture will bring results.   Leaders should believe abundantly, appreciate consistently, develop intentionally, listen actively, and live repeatedly. By exhibiting these behaviors with your team, in return your team will be FOR your company and take care of the business

<u>Highlights:</u>

Unlock the keys to developing a great work culture. By knowing what you are FOR, employees will be clear on expectations and will deliver results.   Leaders need to believe abundantly, appreciate consistently, develop intentionally, listen actively, and live repeatedly. By exhibiting these behaviors with your team, in return your team will be FOR your company and take care of the business

<u>Learning Objectives:</u>

Examine Why people work: The 7 Values of Work
Review the principles of selecting the right skill set with the right cultural fit and why it matters
Review behaviors to deliver culture intentionally every day
Create action plans

<u>Course Information:</u>

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1 hour

Program Title: Lead with Courage, Curiosity, Clarity and Commitment

<u>Description</u>

Business is tough and things are changing all around us. Explore the concepts of leading an organization through Dual Transformation by demonstrating Courage, bringing Clarity, encouraging Curiosity and maintaining Commitment.   These leadership principles can foster a culture that can lead to new and transformational opportunities.

<u>Highlights:</u>

Refining today's business while creating the future requires Transformational behaviors. Leaders need to exhibit the 4 C's of transformational leadership: Courage, Clarity, Curiosity and Commitment

<u>Learning Objectives:</u>

*   Examine how Dual Transformation challenges today's leaders

*   Identify Courageous behaviors

*   Define how Clarity can be kind in leading your team in the future

*   Explore behaviors to foster a curious culture

*   Evaluate barriers to Commitment when the going gets tough

<u>Course Information:</u>

Required Knowledge, if any:	None
Who Should Attend?	New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	1 hour

Program Title: Leading through Change

Description

Identify 3 natural change styles and how they impact response to change. Using those styles, identify strategies to lead others through change .

Highlights:

Participants will first explore their own change styles, learn about the other styles and understand how styles impacts relationships and effectiveness at work. Participants will then focus on leading teams through a change event, using change styles as a guide to communicate more effectively to each styles during periods of transition and change.

Learning Objectives:

Identify change events currently underway and how we react to those events

Identify change profiles

Identify My Change Style

Recognize Strengths and Trouble Spots

Transitioning through Change

Action planning

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length:	1.75 hours

Program Title: Mastering Difficut Conversations

Description

What makes a Difficult conversation? It's difficult when viewpoints differ, outcomes matter and emotions are present.   We all face situations where we must have these uncomfortable, sometimes difficult conversations. This session will provide with simple tactics to move conversations forward, and reducing the 'stickiness" of the situation.

Highlights:

This practical session will walk you through using the simple tactic of "I" statements, breaking down resistance barriers, avoiding the Fool's choice or telling the truth OR keeping the relationship, and recognizing and removing the soundtracks we tell ourselves. Participants will explore wants and needs and finding common ground and exploring how our conflict styles can help or hinder our conversations

Learning Objectives:

- Recognize what makes conversations difficult
- Practicing I Statements
- Recognizing and reducing resistance
- Avoiding the Fools choice with approaches to tell the truth AND keep the relationship
- Recognize and minimize the negative stories we tell ourselves
- Find common ground to have productive conversations

Course Information:

Required Knowledge, if any:	none
Who Should Attend?	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Advanced Prep, if any:	none
Level:	any
Field of Study:	Leadership Development
Program Length	3 hours in person, 1 hour 20 minutes hours on demand

Program Title: Mentoring Fundamentals

Description

Mentoring is not just for fast-tracked, star-potential employees. Everyone from the newest or youngest employees in the workforce to CEOs can benefit from having a mentor

Highlights:

Mentees and Mentors can both benefit from this workshop. Take a fresh perspective on the tips that can be used to build a strong mentee-mentor relationship.

Learning Objectives:

- •   Identify the elements of a good mentoring match.
- •   Recognize the mentee's responsibilities in the mentoring relationship.
- •   Discover effective questioning techniques as a mentor.
- •   Deliver Constructive criticism to help a mentee improve their abilities.
- •   Handle Issues in the mentoring relationship.
- •   Successfully move beyond the mentoring relationship

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	1.5 hours on Demand, 2 hours Live

Program Title: Navigating the Generation Gap

Overview

Participants will explore the essence of diversity using the different generations as a way to explore different perspectives. There are 6 generations living today with 4 or 5 of those present in the workforce. Different generations can provide distinct opportunities to expand understanding and awareness or it can create some distinct misunderstandings.

Highlights:

We live and work with multiple generations. While there are distinct differences in each generation, there are also more similarities than we may first admit. This session will take a fun, interactive look at each generations with the goal of understanding various perspectives thereby enhancing our relationships.

Learning Objectives:

- Verbalize an awareness of multiple layers of diversity and how it impacts workplace relationships
- Recognize the value of viewing the world through multiple lenses
- Identify characteristics of multiple generations in the workplace and learn to more effectively interact and build relationships

Course Information:

Required Knowledge, if any:	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Who Should Attend?	none
Advanced Prep, if any:	any
Level:	Leadership Development
Field of Study:	Leadership Development
Program Length:	1 hour

Program Title: Negotiation Skills Workshop

Overview

Although people often think of boardrooms, suits, and million dollar deals when they hear the word *negotiation*, the truth is that we negotiate all the time. Through this workshop participants will be able to understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating.

Highlights:

The Negotiation Skills workshop will give you a sense of understanding your opponent and have the confidence to not settle for less than you feel is fair. Your will learn that an atmosphere of respect is essential, as uneven negations could lead to problems in the future.

Workshop Objectives:

- Understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating
- Understand and apply basic negotiating concepts: WATNA, BATNA, WAP, and ZOPA
- Lay the groundwork for negotiation
- Identify what information to share and what to keep to yourself
- Understand basic bargaining techniques
- Apply strategies for identifying mutual gain
- Understand how to reach consensus and set the terms of agreement
- Deal with personal attacks and other difficult issues
- Use the negotiating process to solve everyday problems
- Negotiate on behalf of someone else

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership
Program Length:	1.5 hours

Program Title: Performance Management

Description

The effectiveness of an organization in terms of whether or not it is meeting its mission or goals can be determined by engaging in performance management. Performance management consists of five components: Planning work and setting expectations, continually monitoring performance, developing the capacity to perform, periodically rating performance in a summary fashion, and rewarding performance.

Highlights:

Performance Management is a strategic approach to ensuring the efficiency and effectiveness of an organization. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner. In this workshop, participants will review the components of an effective approach to evaluating performance with tools and tactics to use immediately in the workplace.

Learning Objectives:

- Define performance management.
- Recognize the components of performance management and explore the tools to make it work.
- Learn the three phases of performance management and how to assess it.
- Discuss effective goal-setting.
- Learn how to give feedback on performance management.

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	4 hours in person, 1 hour webinar

Program Overview: Recruiting and Interviewing Skills

Overview

Recruiting is a constant challenge and recent events have made it even more difficult to attract the right talent to fit your jobs. This short session will return to the basics of selecting talent. By starting with the job description, analyzing the tasks to be accomplished and the skills and experiences required, hiring managers can return to what is important: finding the right person to fill the open job.   We will review the job description key role in selecting the right person. We will review how to tie the job description to the interview question guide and finally review strong interview practices. This short worship will remind you of the key activities and resources at your fingertips to attract, interview and select the right talent for your open positions.

Highlights:

Recruiting today is hard. Take these simple, straightforward practices to reinvigorate your hiring strategies.

Objectives:

- Review the basic needs to create a solid framework to recruit excellent talent
- Discover methods to develop excellent interview guides
- Uncover methods to differentiate the average from the above average candidate

Course Information:

Required Knowledge, if any:	Individual Contributors, new supervisors, experienced managers, Senior Leaders
Who Should Attend?	none
Advanced Prep, if any:	any
Level:	Leadership Development
Field of Study:	Leadership Development
Program Length:	1.25 hours On Demand, 1.5 hours Live

.

Program Title: Supervising Others

Description

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Highlights:

Supervising others can be tough work if you aren't prepared with the right tools. This workshop will cover the basics that every supervisor needs in order to lead a successful team.

Learning Objectives:

Define requirements for tasks and set expectations for others

Establish SMART goals for self and staff

Explore Principles of assignments

Definite Delegation and determine appropriate methods to implement delegation

Provide effective feedback to others

Develop action plan in mediating conflict

Devise Strategies to manage time effectively

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	2.5 hours

Program Title: Time Management is Life Management

<u>Overview</u>

Managing Time is a battle we all face. The reality is that Time management is Life Management (Robin Sharma). This session focuses on practical behaviors and tips everyone can implement immediately to be more effective and find a little more balance in their daily routines

<u>Highlights</u>

We all have the same number of hours in a day, yet some of us seem to be more effective and less hurried than others. This workshop will focus on the tips and behaviors others have implemented to be more effective in getting things done.

<u>Learning Objectives</u>

Review our priorities
Discuss strategies to differentiate between deep and shallow work
Devise methods to focus our most productive time on our most important work
Eliminate procrastination
Explore technology and tools to keep us on track

<u>Course Information:</u>

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	75 minutes

Program Title: Unconscious Bias

Overview

Unconscious biases are the biases that everyone has, that live in the dark recesses of the human brain. These biases are grown in each individual and can greatly influence the day to day decisions that are made both at home and at work.

This workshop will introduce to you the ideas and techniques for defining different unconscious biases that are very common today. It will also show the effects of these biases on the work culture and the business practices of a company. And finally, the workshop will cover the steps to introducing a successful unconscious bias training in the workplace

Highlights:

This workshop will introduce the participant to various biases that everyone has, and ways to become more aware in identifying when those biases occur and the influence they have on daily decisions.

Workshop Objectives:

- Define various types of unconscious biases.
- Identify where these biases come from and how they are engrained in our decision making.
- Successfully confront unconscious biases individually.
- Identify the effects of unconscious biases in the workplace.

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Anyone
Advanced Prep, if any:	
Level:	Any
Field of Study:	Leadership
Program Length:	1 hour

Program Title: What to ask the Person in the Mirror.

<u>Overview</u>

Robert Kaplan once said: Successful executives can regularly improve their performance and preempt serious business problems by stepping back and taking the time to ask themselves certain key questions. This workshop will explore 7 categories of questions that every leader should be asking. This workshop takes a deeper look into the behaviors every leader should be exhibiting to lead their teams to accomplish their goals.

<u>Highlights</u>

During this session participants will pause from daily routines and take a long look at the behaviors they exhibit on a daily basis and how effective they are at leading their teams.

Objectives

- Encourage reflective practices to be a better leader
- Examine key behaviors that lead to effective leadership
- Create action plans for increasing leadership effectiveness.

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development
Program Length:	1 hour