



INSTITUTE FOR LEADERSHIP DEVELOPMENT



CATALOG OF COURSE OFFERINGS



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Leading Self

Constructing an Individual Development Plan (IDP) Skill lab
 Based upon individual and organizational goals and career aspirations, this workshop guides participants through the development of an Individual Developmental Plan. The plan will include short-term (3-month and 6-month goals) as well as a career plan for the next five years. (Half-day)

Ethical Lens Inventory (ELI) Skill lab
 Each person makes ethical decisions based on their values and perspectives. We rarely have an understanding of our approach to ethical decision making nor the variety of ethical lenses used by others. The Ethical Lens Inventor (ELI) is a personal evaluation tool designed to help participants understand the values that influence their choices. It identifies how they prioritize values when making ethical decisions. By understanding what values are most important to them and what values are most important to the other parties involved in an ethical situation, they can minimize unnecessary conflict, make better ethical decisions, and live their values with confidence and integrity. (Half- and Full-day options)

Hermann Brain Dominance Inventory (HBDI) ® Skill lab
 The HBDI provides participants with an understanding of how they prefer to think. It breaks the brain into four quadrants (1) Upper right - holistic, intuitive, integrating and synthesizing thinking, (2) Upper left - logical, analytical, fact-based, and quantitative thinking, (3) Lower left - organized, sequential, planned and detailed thinking, and (4) Lower right - interpersonal, feeling-based, kinesthetic, and emotional thinking. Each participant would learn his/her thinking style preference during normal working conditions and also under conditions of stress. HBDI proposes that individuals and organizations need to adapt Whole Brain thinking when communicating and dealing with conflict. After taking the 30 minute assessment, each high performer would receive a one-hour coaching debrief over the phone or in person. During the coaching session, participants would learn their thinking style preference, how that style changes when under stress, and how to incorporate more whole brain thinking when interacting with others. The full day session ends with an individual action plan exercise to improve whole brain thinking. (Half- and Full-day options)

Improving Your Emotional Intelligence Skill lab

The ability to stay calm and in control in difficult situations is highly valued - in the business world and outside it. In fact, research indicates emotional intelligence plays a critical role in productivity, performance, and promotion. This workshop covers ways individuals can improve relationships across the organization, understand how others behave the way and do, and how to achieve greater success through emotional stability and control. (Half- and Full-day options)

Managing Your Energy Along With Your Time.....Information lab

Time management as a productivity tool has been around for years. Recent research is indicating managing your energy is a much effective way to improve productivity and performance. This workshop covers the basics of time and energy management and how to improve your effectiveness and efficiency at work. Participants leave with a new plan for organizing their work day activities. (Half- and Full-day options)

Personal Branding Skill lab

During this interactive and inspirational workshop, participants build a business card that highlights their mission, brand, and unique contribution. Participants walk through a series of activities and exercises designed to unmask their authentic self, help them create a unique brand, and assist in their development of a personal mission. (Half-day)

Resume Writing and Career Planning..... Design lab

In this hands-on workshop participants create a resume that can be used during job interviews. Participants leave the class with a resume in hand, having learned the essentials of personal branding and designing resumes that highlight accomplishments and ambitions. (Half-day)

Strength-Based Leadership Skill lab

In this highly interactive workshop, participants learn about their strengths and how to leverage them for the good of the team and the organization. Participants also learn how to delegate tasks to others on their team who are more skilled, experienced, or talented in a particular area. The four domains of leadership are also explored as well as the four needs of followers. Participants leave with a tool set for developing the skills of their team, playing to their own strengths, and to the strengths of others. (Half- and Full-day options)

Well-Being, Positivity, and Happiness at Work Skill lab

Maintaining a sense of well-being, positivity and happiness at work is important not only for individual employees, but also for the organization. Happy, positive people are more productive, have higher performance levels, and lower absenteeism. This workshops outlines the five key ingredients to well-being and provides strategies for choosing happiness and positivity in the workplace. (Full-day)

Work/Life Integration and Balance..... Skill lab

This session looks at the various demands of employees and discusses ways to address balance and work/life integration. Strategies for dealing with stress and creative ways to integrate work and other life demands are also addressed. (Half- and Full-day options)

Leading Others

Coaching for Development Skill lab

This workshop looks at ways to develop employees through coaching and empowering. The workshop looks at a coaching model and discusses how to ask empowering questions. The participants take turns coaching each other to learn the language and techniques of building coaching relationships with your team. (Half- and Full-day options)

Communicating with Your Team Through DiSC ® Skill lab

Using the DiSC ® workplace profile, participants discuss how behavioral tendencies impact interpersonal relationships and communications. Action plans for communicating better with others based upon personality cues are also discussed. (Half- and Full-day options)

Conflict at Work Skill lab

Participants In this workshop learn how they naturally prefer to deal with conflict, when that preference is appropriate, and techniques for developing appropriate strategies when faced with conflict. Topics covered include active listening, healthy versus unhealthy conflict, how too much or too little conflict impacts team dynamics, and how to manage your emotional reactions to conflict. (Half- and Full-day options)

Crucial Conversations Skill lab

Crucial Conversations is a two-day course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics - at all levels of the organization. By learning how to speak and be heard (and encouraging others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. (Two-days)

Engagement and Motivation Information lab

The number one cause of lost productivity and lost opportunity at most organizations is lack of employee motivation and engagement. This hard-hitting, information packed employee engagement training course shows leaders specifically what they need to start and stop doing to get their employees engaged. Participants leave this session with two personalized action steps they can immediately implement to better engage their team. (Full-day)

Generosity Burnout Information lab

Based upon the research of Adam Grant, this webinar describes givers and takers in organizations. Those individuals who give of themselves too much run the risk of generosity burn-out. Strategies on how to say no are covered. (Webinar or Lunch-and- Learn)

Ideal Team Player Information lab

This workshop outlines the three attributes of ideal team players: humble, driven, and emotionally smart. Ways to identify and develop these attributes in yourself and others is discussed. The workshop ends with ways to determine the strengths of these three attributes in candidates during the interview process. (Webinar and Lunch- and-Learn options)

Keys to Team Effectiveness Skill lab

Trust. Healthy Conflict. Commitment. Accountability. Attention to Results. If your team is missing even one of these ingredients, research by Patrick Lencioni predicts your team will be dysfunctional. This workshop focuses upon these five keys to team effectiveness and ways individuals can contribute to team success. This workshop is designed to assist individual contributors or managers, but can also be used as a cohesion building experience for intact teams. (Full-day)

Leadership Fundamentals Skill lab

Based upon the seminal work of Jim Kouzes and Barry Posner, this workshop covers the five practices of exemplary leadership. The workshop is designed for both individual contributors who see themselves as “leaders without a title” and for those with management experience who want to brush up on their leadership skills. Participants will be engaged throughout the day in leadership lessons and tools, and leave with actionable steps to begin making a difference wherever they are in the organization. (Full-day and multi-day options)

Leading From Where You Are..... Skill lab

This exciting workshop looks at techniques for applying leadership principles even if you are not the boss. Designed for both individual contributors and managers, this workshop describes ways to make significant impact in your organization even if you are not the main leader or have no leadership title at all. (Half-day to Multi-day options)

Managing Rebel Talent Skill lab

With the tightening of the labor market, it is imperative that organizations engage and inspire their top talent to keep turnover at a minimum. This workshop discusses ways to motivate rebel talent, those individuals who have the capability to use their strengths to break organizational conformity and move teams to new heights of innovation and performance. (Webinar and Lunch-and-Learn options)

MBTI® Personality Profile..... Skill lab

Using the MBTI® profile, participants discuss how personality impacts interpersonal relationships and communications. Action plans for communicating better with others based upon personality cues are also discussed. (Half-day)

Performance Feedback..... Skill lab

Research tells us more than half of the most important drivers of employee engagement and performance are related to effective performance feedback skills. This workshop covers some of the foundational elements of performance feedback including setting clear goals, providing regular feedback, and supporting employee development. Much of the class focuses upon practicing using coaching and empowering conversations to improve performance management feedback. (Half- and Full-day options)

Personality Poker..... Skill lab

Using a customized set of playing cards, participants build a winning poker hand by identifying the five adjectives that best describe their personality. After learning more about what their innate traits, the participants discuss how personality impacts interpersonal relationships and communications. Action plans for communicating better with others based upon personality cues are also discussed. (Lunch-and-Learn and Half-day options)

Business Acumen

Apples and Oranges® Accounting and Finance Simulation Skills simulation

In this hands-on simulation, participants lead A&O Inc. - an established, fictitious company facing tough, real challenges. Through a series of exercises about the foundations of business, participants learn first-hand how to monitor cash flow, better utilize resources and improve productivity. Balance sheets and income statements teach participants to measure results and understand how their daily decisions impact the company financially. (Full-day)

Behavioral Interviewing..... Skill lab

Participants in this workshop learn the basics of behavioral interviewing from both the manager and applicant view point. In Triads participants practice behavioral interviewing techniques and receive feedback from fellow participants and the facilitator. (Half-day)

Budgeting Skill lab

Participants learn the fundamentals of budgeting concepts and terminology, the accounting equation, and the budget to accounting to reporting cycle. Emphasis is placed on the differences in accounting measurements of cash. The training also covers an overview of financial reporting. (Half- and Full-day options)

Cayenne ® Project Management Skill lab

In Celemi Cayenne™, a project has just finished. The catch? Nobody's satisfied. The project failed to deliver as expected, the potential value was insufficiently tapped and there were overruns. In teams, participants revisit the project to identify the issues, deliver better results and maximize business value while balancing diverse stakeholder needs. Practice communication and decision making and instantly see the impact of your decisions. (Full-day)

Civility in the Workplace Skill lab

The basic rules of business professionalism are covered in this session. Topics such as not interrupting, double checking email before sending, not gossiping, saying "please" and "thank you" and giving others credit are all covered. (Half- and Full-day options)

Critical Thinking and Problem Solving..... Skill lab

Successful organizations rely on critical thinkers and creative thought leaders who can generate inventive solutions to everyday problems. In this training course, you gain the knowledge and skills needed to leverage left- and right-brain thinking, analyze problems, spur creativity, and implement innovative ideas in a practical way for your workplace. (Half- and Full-day options)

Decision Making Skill lab

This course introduces a wide range of decision-making tools, including both individual and group decision-making. Participants learn how to systematically evaluate choices. Common decision-making mistakes and traps are also discussed, as well as ways to overcome and avoid bad decision-making. (Half- and Full-day options)

Economics for Managers.....Information lab

Participants examine key economic concepts critical to managerial decision-making within today's business environment, including microeconomic and macroeconomic principles. The workshop also investigates issues related to public policy and regulation as they apply to market dynamics and business decision-making. (Half- and Full-day options)

Ethics in the Workplace Skill lab

This session is positive, non-threatening, and highly interactive. Participants will gain a greater awareness of ethical issues, higher levels of decision-making confidence, and a high degree of relevance to their job responsibilities. Looking at situations not as right-versus-wrong decisions, but through the lens of right-versus-right, this workshop turns normal ethics training on its head. (Webinar, Lunch and learn, Half- and Full-day options)

Human Resources for New Managers Information Lab

This workshop examines the role of the human resource professional as a strategic partner in managing today's organizations. It examines essential human resource policy new managers should understand. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. (Half-, Full-day, and Week-long options)

Measuring Projects for Success (Project Management) Design lab

During this workshop participants bring to class a project they are currently working on completing. With the guidance of our facilitator, the participants then learn the art of project planning, better communication techniques to get cooperation, root out waste in the project, and identify and use planning and scheduling tools to ensure the project ends on time and on budget. (Full-day and full-week options)

Negotiation Skills for Managers Skill lab

For an increasingly broad range of professionals, effective negotiation is a critical skill to acquire when dealing with both colleagues and clients. This workshop will help you to learn some practical negotiation techniques and strategies, and to plan your negotiations to give you the greatest chance of success. Covering the principles, the preparation and the practice of negotiating skills the course combines theory with practical activities and scenarios, that will help you put what you learn into practice. (Half- and Full-day options)

Prioritizing and Goal Setting Design lab

This interactive and highly engaging session begins with participants writing down on post it notes all their current tasks. They are then asked to place each in one of four quadrants based upon importance and urgency. Strategies for dealing with tasks in each of the four quadrants is then addressed. The participants leave with a list of priorities, short-term and long-term goals. (Half-day)

Strategic Insight and Vision Casting

Art of Persuasion and Selling Your Vision Skill lab

As a manager the art of persuasion and selling your vision is essential to leading others towards your goals. This session looks at ways to use influence and sells skills to communicate your ideas, motivate others and engage them in change. (Half- and Full-day options)

CapSim ® Strategic Management Simulation Skill simulation

Through the use of this interactive platform participants test assumptions and learn from mistakes so they're better prepared to step into director and executive positions. This computer based simulation integrates all disciplines of business in one strategic, competitive, and engaging learning experience. (Week or longer options; live or online)

Change Management Skill simulation

This simulation places participants into one of two roles at a sunglass manufacturing firm. Facing the challenges associated with implementing and organizations-wide environmental sustainability initiative, participants learn strategies for creating and, implementing, and influencing a change initiative. (Half- and full-Day options)

Performance® Strategic Decision Making Skill simulation

In Celemi Performance™, teams of participants exercise their business minds by following the case story of Fenix Inc. In three chapters, they help Fenix Inc. to get the basics right, create a competitive advantage, and finally to win the business. Throughout Celemi Performance™, participants draw parallels to their own reality, reflecting on the challenges and opportunities for their own company. The day ends with discussion of Thematic goals and developing a strategic playbook. (Half- and Full-day options)

Strategic Planning Design lab

Effective strategy formulation skills are highly prized in leaders. The ability to develop strategies and then implement them sets true leaders apart from their peers. During this workshop participants will develop a strategic game plan, including developing a thematic goal, and steps to move towards that goal. Participants leave with a step by step guide for moving from strategy, to goal, to actionable steps. (Full-day)

Successful Strategy Implementation Design lab

This real-time workshop provides managers and their employees a system for: 1. determining their most important goals; 2. the most critical activities for achieving those goals; 3. how to measure those critical activities; 4. how to hold each other accountable. (Half-day)

Systems Thinking Information lab

This workshop allows managers and leaders to integrate self-awareness, visionary leadership, team learning, and the use of mental models into their decision-making capabilities. Contrary to linear thinking, we look at systems in their entirety, taking into account their unique interrelationships and interconnections. The workshop provides a practical way of solving chronic organizational (and personal) issues that adds to the leadership toolkit of leaders and managers. We comprehend how a system or problem behaves over time, and we are able to discover the leverage we have as leaders and managers to solve nagging issues in organizations. (Full-day)

Tango ® Talent Acquisition and Management Skill Simulation

In Celemi Tango™, teams of different companies fiercely compete to create short-term profit and long-term value. Participants make fast-paced decisions about planning for optimal capacity utilization, leveraging employees, pleasing clients and ensuring delivery—all while maintaining cash flow, brand equity, shareholder value and stakeholder satisfaction. Business operations, know-how and brand are in the spotlight, but bankruptcy, mergers or headhunters could be waiting behind the scenes! When your company’s value comes from know-how, it pays to play Celemi Tango—a dynamic way to refine the dance of strategic leadership. (Two-days)

Using Creativity at Work Skill lab

Based upon the best practices from innovation labs across the globe, this workshop investigates the application of creativity at work. Whether or not you feel you are creative, this workshop gives you tools to tap into your innovative side to make a difference for yourself, your team, and your organization. (Half- and Full-day options)