



# THE LEADER IN YOU

*A 1-Day Personal Discovery Path for Employees*

## THE JOURNEY

It is often true that employees are promoted based on their ability to contribute to the goals of the organization, and because they have performed above and beyond expectations. The general perception is that through their performance, they have demonstrated the technical ability or "know-how" to be effective at the next level—the role of supervisor. However, in reality, the transition from "doing-the-job-oneself" to guiding or leading others to "doing-the-job-for the team" often requires an entirely different skill set.

**This experiential workshop is ideal for employees considering a supervisory position and a great succession planning opportunity for organizations**

Participants will learn more about who they are as an individual contributor in the workplace, explore the skills and abilities a supervisor should possess to be successful and thrive in their new role—and experience some of the issues and challenges many supervisors encounter each day. Participants will leave with information to help them decide if becoming a supervisor is the "right" next career move for them.

**8:30 AM – 4:30 PM**

**\$125**

*Competency: Self-Direction*

Employees will be "introduced" to the challenges and opportunities of being a leader through the application of discussion and activities in each content area below.

### 5 Key Insights into Leadership

This session will help learners shift their way of thinking about leadership from the conventional idea that leaders are born, to the fact that anyone can become a great leader. Using "5 Key Insights" about leadership as a foundation, learners will explore the difference between good leaders and great leaders; and how they can apply those insights to their own professional journey.

### Cultivating Team Trust

The ability to build trust and maintain a high level of integrity is a key competency for every leader. To be successful, leaders must maintain a sense of credibility that inspires their team to believe them—and to believe in them. During this segment, learners will discuss team trust issues, and be given the opportunity to plan an on-the-job strategy for strengthening trust on an individual and team level.

### Communication and Feedback

Communication at all levels in an organization is critical for success. This segment will demonstrate the importance of sending clear messages to work teams and individuals on those teams; and stress how "seizing the moment" in daily communications can encourage and motivate team members to achieve higher levels of performance.

### Making Effective Decisions

Employees who can make sound decisions add significant value to the organization. In this segment, learners will apply an easy-to-use decision-making process to a workplace scenario, explore common decision traps to avoid; and receive strategies to increase their ability to make the right decisions consistently and effectively.

### Resolving Conflict

It is often the leader's role to recognize the signs of conflict and then to quickly choose the appropriate level of involvement to help resolve the issue. In this segment, learners will explore the true cost of conflict within the organization; and how to recognize and minimize conflict effectively.

### Handling Multiple Priorities

Effective supervisors focus on the important. They don't let the gravity of the unimportant weigh them down. This segment will provide tools and strategies to help learners take control of their work responsibilities and maintain focus on the critical job at hand.

### Promoting Personal Accountability

In this closing segment, learners will discover how to help themselves and others view personal accountability as an ongoing process—and how to learn from mistakes to achieve greater personal and professional success.

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