

## Leadership Skills Workshop (based on the Achieve Global model)

This workshop is based on Achieve Global's "Leadership for Results" series. The modules below can be selected to create your own custom leadership training program. The entire course is usually presented in seven one-day sessions once or twice a month, but can be presented in as few as five modules. Homework assignments between sessions provide continuity, self-paced learning, and team project work. The overall objective: increased ability of the participants to influence others for positive results.

<b>Achieve Global Title</b>	<b>PplDev Equivalent Title</b>	<b>Description</b>
<i>The Basic Principles</i> (4 hrs)	<i>Principles of Leadership</i> (4 hrs)	Learn and apply five critical values for leaders to create an environment of collaboration and initiative.
<i>Pro-Active Listening</i> (3 hrs)	<i>Interpersonal Communication</i> (4 hrs)	Learn how to build credibility and trust by developing congruence between a leader's words and actions.
<i>Interpersonal Managing Skills</i> (16 hrs)	<i>Management Essentials</i> (8 hrs)	Nurture performance and achievement. Put your efforts into helping employees become more productive by: <ul style="list-style-type: none"> <li>➤ Applying the appropriate leadership style</li> <li>➤ Earning your granted authority</li> <li>➤ Creating a performance environment</li> </ul>
<i>Coaching</i> (4 hrs)	<i>Situational Coaching</i> (4 hrs)	Motivate, guide and redirect behavior while strengthening the working relationship between manager and employee.
<i>Personal Strategies for Navigating Change</i> (4 hrs)	<i>Leading Change in Organizations</i> (4 hrs)	Develop a set of practical strategies to lead others past resistance to acceptance and support.
<i>Team Building</i> (4 hrs)	<i>The "Next Level" Team</i> (4 hrs)	Is your team in forming, storming, norming or performing? Learn how to assess your team's maturity and then discover how to take it to the next level.
<i>Conflict Resolution</i> (4 hrs)	<i>Strategies for Managing Conflict</i> (4 hrs)	Promote a healthy organization that solves problems quickly by learning how to manage conflict and appreciate differences. Practice giving and receiving feedback in a way that improves performance and strengthens the relationship.
<i>Constructive Feedback</i> (4 hrs)	(Part of <i>Strategies for Managing Conflict</i> above)	
<i>Giving Recognition</i> (3 hrs)	(Part of <i>Situational Coaching</i> above)	