



## Improving How People Get Their Jobs Done And How They Work Together.

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### > Accelerating Leadership Impact – 12

**WHO: THOSE THAT MANAGE OTHERS FORMALLY OR WITHIN PROJECTS.**

**WHAT: IMPROVE THE PERFORMANCE OF THOSE WHO LEAD THE ACTIVITIES OF OTHERS, AND ANY JOB OR EXPERIENCE LEVEL.**

We deliver content that addresses the most common organizational core needs for foundational change, then customize sessions based on goals. Internal procedures, vocabulary, or other processes can be addressed by customizing and aligning sessions to work for your specific organizational need. Participants learn to get more done with less, improve the engagement and motivation of their people, handle increased task loads more effectively with less stress, and get better results.

#### **BECOMING ADEPT**

- Reviewing the Attributes of Effective Leaders.
- Understanding Timeless Success Principles.
- Managing Personal Transformation.
- Charting Your Individual Course.

#### **GETTING FOCUSED**

- Reviewing How Your Time is Used.
- Understanding the Power of Focus.
- Defining Your Focus Areas.
- Employing a Management System.

#### **ACHIEVING OBJECTIVES**

- Handling Interruptions.
- Managing Communications and Information.
- Organizing Your Workspace.
- Syncing Your Priority Management System.

#### **COMMUNICATING FOR RESULTS**

- Reviewing the Trap of Assumptions.
- Understanding the Impact of Your Communication Style.
- Insuring You are Understood.
- Understanding and Applying a Listening Model.

#### **STRENGTHENING YOUR LEADERSHIP ROLE**

- Understanding Team Leadership.
- Viewing Your Team From the balcony.
- Evaluating Your Current Roles.
- Setting Goals for Leadership Roles.

#### **IMPROVING TEAM PRODUCTIVITY**

- Transforming Compliance to Commitment.
- Understanding Your Team Building Attitude.
- Developing the Steps to Empowerment.
- Applying Situational Leadership.

#### **LEVERAGING THE POWER OF FEEDBACK**

- Understanding the Significance of Feedback.
- Eliminating Your Feedback Gaps.
- Realizing the Characteristics of Effective Feedback.
- Practicing Effective Feedback.

#### **APPLYING POSITIVE DISCIPLINE**

- Addressing Conflict Avoidance.
- Understanding a Positive Approach.
- Gaining Commitment for Improvement.
- Documenting and Follow-up.

#### **DESIGNING EFFECTIVE MEETINGS**

- Evaluating Your Meeting Effectiveness.
- Understanding the Ideal Meeting Model.
- Practicing the Elements of Effective Meetings.
- Making the Model Work for You.

#### **FACILITATING GROUP DYNAMICS**

- Asking and Listening with Impact.
- Controlling Tangents and Gaining Participation.
- Managing Distractions and Maintaining Focus.
- Practicing Facilitation Skills.

#### **STRATEGICALLY SOLVING PROBLEMS**

- Using a Problem Solving Matrix.
- Getting to the Root Cause.
- Tackling the Problem Strategically and Practically.
- Solving Problems on the Fly.

#### **ACCEPTING THE LEADERSHIP COMMITMENT**

- Applying the Attributes of ADEPT Leaders.
- Practicing a Leadership Simulation.
- Reviewing Progress on Goals.
- Making the Leadership Commitment.

*Program typically includes: Guided facilitation of 12 sessions (either virtually or on-site); printed workbook; goal assessments; personality and management profiles; ADEPT Leadership® 360 feedback; personal tracker; and applied work assignments and tools on the ADEPT Learning Experience Platform.*

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**Call 407-660-5757, email [info@adeptleadership.com](mailto:info@adeptleadership.com), or visit [adeptleadership.com](http://adeptleadership.com) to start the conversation.**