



Leadership Training Series

Training with a group coaching approach

“This is not the type of training where you leave the session and put the book away. The training is immediately applicable to work and personal life situations”

Colleen Starring, Semco Energy

The Current Situation

Do you ever hear these questions?

- How do I eliminate misunderstanding from communication?
- How do I prevent conflict from happening and resolve it when it does happen?
- How can I develop my team into a “fine-tuned” unit that achieves our goals?
- How do I make meetings more productive and eliminate unnecessary meetings?
- How do I focus on getting the critical things done without drowning in to-do’s?
- How do I influence others even when I don’t have formal authority?
- How do I develop the needed leadership skills for this level and the levels beyond this one?
- How do I make sure people know what they are doing and help them when they don’t?

Leadership is what drives organizations to be successful. It is easy to neglect the need for leadership development and expect that your best people will perform well as they rise in the organization. Yet good people struggle when they get to their new roles. Organizations need a practical and efficient way to build effective leaders and leadership.

Humanergy’s approach

“Off the shelf” training does not develop leaders. Humanergy starts with the reality and experiences of our clients, and then infuses proven best practices, tools and experiential activities. By combining great tools with real-life examples from people in the room, Humanergy’s training resembles coaching in a structured group setting. In every session, each participant identifies a focused action plan that ensures they use what they have learned daily. These manuals won’t collect dust on the shelf!

- Participants share real-life examples/issues
- Humanergy provides best practices, tools and coaching
- Participants create an action plan for immediate implementation

The Humanergy Leadership Training Series (HLTS) is a practical set of ten workshops that follow this innovative format. In collaboration with many clients over the past fifteen years, Humanergy has refined these proven workshops into a series that will fit into your schedule and within your budget.

The HLTS is highly flexible. It can be configured to meet your organization’s needs. For example, you may:

- Present the ten workshops over a five-day block
- Deliver them spaced over a period of weeks or months in two-hour segments
- Accommodate shift schedules so the same workshop occurs three times in one day
- Request customization
- Have materials and ideas adapted to align with your company’s existing training program

You dictate the needs of your organization and we meet those needs; we are partners with you in this process.

Humanergy Leadership Training Series (HLTS)

The ten component workshops are:

1. **Leadership on the Front Lines: 50 DOs for Everyday Leadership**

A new administrator arrives at her first leadership position and is taken aside by an experienced manager. She is told there are some fundamentals that can't be learned from textbooks - simple wisdom to help her succeed.

These DOs come from real-life experience of supervisors and are consistent with the latest leadership, emotional intelligence and organizational effectiveness research. The DOs are a blueprint for success for supervisors - both new and those looking for a refresher.

50 DOs will help you:

- Build trust and credibility
- Get people working together as a team
- Keep perspective on what's important
- Make sure people get things done
- Do what's best for the organization
- Reduce misunderstandings and get people on the same page
- Continue to improve what your people and you are doing

2. **Quickly build accountability: Achieving DESIRED™ Results**

To achieve results, leaders must align direction, build capability and ensure real accountability. Achieving DESIRED™ Results is a step-by-step approach for coaching, delegating and managing up.

Achieving DESIRED™ Results will help you:

- Ensure that people are motivated to perform
- Establish shared, clear standards for success
- Ensure consistent performance at expected standards
- Diagnose performance problems and take corrective action
- Implement strong delegation and accountability
- Work effectively with your supervisor to achieve results

3. **Clear Speaking and Complete Listening: Mutual Understanding**

While there are many available methods for communicating – email, mobile phones, organizers, etc. - business performance still suffers because people are not on the same page. Performance can be significantly improved by ensuring clarity and mutual understanding.

Mutual Understanding will help you:

- Create a workplace where people communicate with clarity and actively seek to understand others' perspectives
- Keep all parties on the same page
- Avoid misunderstandings in everyday communication
- Diagnose poor communication and take immediate action
- Use powerful communication skills to create productive outcomes
- Encourage open communication and increase constructive feedback

4. **Focus Action for the Right Results: Stakeholder Mapping & SMART Goals**

Stakeholder Mapping is a structured, simple way to give clarity to any project or activity. Stakeholder Mapping helps you define what is important and focuses your efforts to achieve the right results. You will distinguish the means from the ends and zero in on the right results and what it takes to achieve them.

Stakeholder Mapping and SMART Goals will help you:

- Create lasting solutions, rather than short-term fixes
- Think and execute more strategically so that all activity leads to success
- Correct “busyness” and quickly get to value-added action
- Understand the motivation of key people and gain their buy-in
- Create the right goals and achieve them
- Build a leadership style that creates trust, sets a clear vision, and guides your organization to greater performance

5. **The Art of Working Together: Getting Buy-in and Stay-in Commitment**

You’ve had significant discussion and come up with agreements in the meeting about the next steps. How many of these “agreements” have evaporated once the meeting is over?

Humanergy’s Commitment training will give you the tools necessary to make decisions as a group with the necessary buy-in and stay-in to execute them effectively.

Commitment will help you:

- Ensure that people remain committed to decisions and work through challenges that occur
- Create a strong sense of common purpose
- Avoid false agreements and compliance when commitment is necessary for success
- Diagnose and resolve deadlocks on issues to regain momentum
- Encourage active participation and enthusiasm
- Prevent unnecessary conflict
- Make effective group decisions via consensus

6. **Conduct Meetings That End With Results: Meeting 1,2,3**

Do you ever leave a meeting with nothing but the time and date of the next meeting? Do you find your day full of meetings that don’t help you get results? In fact, are meetings *preventing* you from achieving your goals?

Effective meetings are a necessary component of organizational success. Meeting 1, 2, 3 will help you have the right people in the right room for the right reasons and get the right results. You will experience enthusiasm and satisfaction in both the process and outcomes of your meetings.

Meeting 1, 2, 3 will help you:

- Figure out if you really need a meeting
- Involve the right people in meetings
- Proactively set up meetings so they are productive from start to finish
- Get the results you want from meetings
- Enjoy the process and outcomes of your meetings

7. *Understanding Personal Styles: Myers-Briggs Type Indicator*

The Myers-Briggs® Type Indicator (MBTI) is an assessment tool that sheds light on individuals' personality styles and work preferences. It provides insight on how we are most comfortable behaving in certain situations and/or with different types of people. This insight is then applied to improvement in individual, team and organizational performance.

MBTI will help you:

- Enhance performance through understanding one's own style and others' style
- Achieve outstanding results through building on the diverse strengths of the team
- Recognize different personality types and lead them to perform at their best
- Solve problems and resolve conflicts more productively

8. *Be a More Powerful, Effective and Influential Team Player: Influencing for Success*

In many situations at work and in life we don't have the formal authority to make all decisions and guarantee all outcomes. We know that we need to use influence properly to get the job done. We must understand the nature of influence, recognize when we can use it and cultivate the skills necessary to increase our influence on others.

And because influence is "in the eye of the beholder," we may not always have an accurate idea of how well or how often we influence others. It therefore becomes critical to be open to the possibility that we do not have as much influence as we think. We must also increase our awareness of the influence we *do* have.

Influencing for Success will help you:

- Map the organizational, interpersonal and individual reality of the situation to understand who needs to be involved and how
- Extend your repertoire to better influence more people
- Get people on the same page and maintain commitment over time
- Maintain momentum and avoid roadblocks
- Encourage active participation and enthusiasm
- Make effective group decisions via consensus
- Ensure progress and delivery through "trust and verify"