

Achieve Global Learning to Lead Series

The values, language and skills in the Learning to Lead Series provide an enterprise-wide approach for aligning the power of people and knowledge with your organization's strategic goals. The series drives organizational performance through fifteen competencies in the areas of Personal Leadership, Coaching Others for Success and Linking Performance to Strategic Goals.

Personal Leadership

- *The Leader in Each of Us* explores and defines the leadership behaviors common to each individual, regardless of his or her role in the organization.
- *Basic Principles for a Collaborative Workplace* presents a les of guidelines for day-day interactions-The Basic Principles- that put the organization's shared values into action.
- *Personal Strategies for Navigating Change* develops personal skills for navigating changes and for dealing effectively with difficult transitions.
- *Managing your Priorities* guides participants in handling competing priorities, improving communication and mastering the complex interactions to get a job done.
- *Influencing for Win-Win Outcomes* presents techniques for communicating ideas with a results-orientated focus and for building a network of support that can turn ideas into reality.
- *Moving from Conflict to Collaboration* provides techniques for transforming conflict, a byproduct of today's more collaborative work environments, into positive outcomes.
- *Proactive Listening* helps participants enhance their listening skills and provides instruction on how to seek, process, and apply important information.
- *Expressing Yourself: Presenting Your Thoughts and Ideas* provide a proven process for planning, organizing and delivering result-orientated messages into situations ranging from informal discussions to formal presentations.
- *Handling Emotion Under Pressure* helps participants learn how to take charge in difficult circumstances and move discussions toward recovery in a calm, objective manner.

Coaching Others for Success

- *Coaching: Bringing Out the Best in Others* provides participants with techniques for guiding and motivating their peers toward reaching higher levels of performance.
- *Giving and Receiving Constructive Feedback* instructs participants on how to get information to the right people at the right time, bring problems to the forefront and build strong working relationships that foster ongoing learning and mutual respect.
- *Giving Recognition* helps participants acknowledge the accomplishments of peers, managers and suppliers in meaningful and appropriate ways.

Linking Performance to Strategic Goals

- *Identifying Work Priorities and Setting Verifiable Goals* delivers a common sense approach that helps employees prioritize work and set goals for prioritizing work and set goals for highest return and payoff.
- *Gaining Commitment to Preset Goals* provides participants a process for building a compelling case, uncovering concerns, creating commitment and gaining agreement for action on goals that employees had a minimal role in establishing.
- *Correcting Performance Problems* helps participants get individual performance back on track while building motivation for continuous improvement.
- *Conducting a Collaborative Performance Review* provides a process for conducting positive, forward-looking performance evaluation that manage expectations, feature open communication and foster the development of plans for continuous improvement.

Audience: Leaders at all levels
Length: 4 Hours for each module
Format: Highly interactive classroom learning featuring skills applications, group exercises and videos.
Class size: 9 to 16 participants

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