**Leadership Development Workshops**

**Schedule**

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| Thursday 8/26 8:30-10:00 | Self-Management |
| Thursday 8/26 10:30-12:00 | Leadership Fundamentals |
| Friday 8/27 8:30-10:00 | Leadership Engagement |
| Friday 8/27 10:30-12:00 | Leadership Application |

**Sessions and objectives**

**Self Management**

Today’s world is moving at a frantic pace with constant attacks on our attention. We often find ourselves distracted, tired, busy and unsure of our true productivity. In this session you will learn about your most precious resources: time, energy and attention.. Learn to think of your time and energy as your currencies. You will learn how to cost your time and value your energy to rethink how you *spend*, *use* and *invest* both into your daily habits.

Learning objectives:

* Identify how to quantify the cost of your time so you spend it for your value
* Identify how you use energy and reenergize
* Synthesize how your self-management translates into your leadership style

**Leadership Fundamentals**

Productivity in any circumstance relies on the fundamental action of communication. In this session you will learn about communication behaviors, techniques and styles that will improve clarity in setting expectations and monitoring progress of work and performance. We will discuss the root of most conflicts and how to identify motivational styles in people You will also learn techniques to identify and resolve conflict swiftly that you can apply immediately.

Learning objectives:

* Identify four different communication styles and related behaviors
* Learn to diffuse a conflict when it occurs
* Discuss techniques to influence interactions to more positive outcomes
* Learn how to resolve a conflict after it has occurred

**Leadership Engagement**

Engagement occurs through the dynamic interaction of team members. This session will provide an overview of team dynamics, types of teams in a work environment and how to increase engagement with a team. Discussions will include stages teams move through as well as how dysfunction occurs. We will also discuss how to identify and resolve team dysfunction.

Learning objectives:

* Identify types of teams in work environments
* Learn the stages of teams and how to use the stages to increase engagement
* Discuss techniques to work through dysfunctions of a team

**Leadership Application**

Leadership is applied through performance management, coaching and feedback daily. In this session you will learn simple techniques to give effective and immediate feedback. We will discuss the differences between feedback, coaching and mentoring. We will also discuss performance management techniques and how to provide difficult performance feedback.

Learning objectives:

* Review the difference between feedback, coaching and mentoring
* Discuss scenarios for managing performance
* Identify solutions to difficult feedback and performance management circumstances