



### **Agenda**

Each daily session is an interactive workshop with action steps to be applied in the work environment. Each build on the previous session reinforcing key concepts. The delivery of this training over the course of 3 days gives attendees the time needed to utilize all the skills they learn and develop a level of proficiency in those skills before adding new skills to master.

Workshops delivered virtually using Microsoft TEAMS. Registered and paid attendees will receive three separate TEAMS meeting link(s) on March 22, 2024, for each workshop.

### **Day 1 March 27, 2024**

Session 1 (10-10:45am): You Teach What You Know But Produce Who You Are

- Increase your skills for effective self-management
- Receive a Personal Constraints Analysis measuring 32 components of emotional intelligence
- Develop a personal Leaders MAP (Massive Action Plan)

10:45-11:00 am break

Session 2 (11-11:45am): Changing Behavior to Change Results

- Learn how to harness your teams emotion to produce faster motion
- Receive The Values Clarifier for measuring peoples' capacity
- Develop the skills to defuse emotionally charged situations so your team members make logical and better decisions

11:45-12:15 lunch break

Session 3 (12:15-1pm): If You Can See It, You Can Change It

- Learn the 2 skills for giving effective feedback
- Learn how to emotionally detach from issues to increase the speed of change
- Master the 4 components of effective meetings Leadership Certification

1-1:15 pm break

Session 4 (1:15-2pm): Creating Ownership Within Your Team

- Learn the 2 components for effective discussions
- Move from adult-to-child interactions into adult-to-adult communication with your team
- Develop a system for clarifying expectations for faster results

Q&A/wrap up Day 1 (15 minutes)

**Day 2 April 3, 2024**

Session 1 (10-10:45am): Developing a High Trust Environment

- Learn the 10 trust-building skills you need to create buy-in
- Master the skill of “demanding debate” to remove the “elephants in the room”
- Develop the 1 skill needed to quickly increase the level of trust with everyone

10:45-11:00 am break

Session 2 (11-11:45am): Mastering Motivation

- Learn the 8 reasons why anyone does anything and how to use it in your leadership
- Master the skill of language to increase people’s motivation level
- Develop 2 coaching skills that remove the emotional drama that kills motivation

11:45-12:15 lunch break

Session 3 (12:15-1pm): The Confidence Protector: Manage a Leaders Greatest Asset

- Learn how to utilize courage to increase your competency

- Discover why your team procrastinates and learn efficiency strategies to accomplish movement
- Develop your personal competency to manage negativity

1-1:15 pm break

Session 4 (1:15-2pm): The Goal Funnel™

- Learn a proven process to develop action plans out of every obstacle
- Discover a system to train your team's mindset about obstacles so they become more creative
- Master the Excuse Buster Formula™ so you eliminate people's excuses

Q&A/wrap up Day 2 (15 minutes)

### **Day 3 April 10, 2024**

Session 1 (10-10:45am): Mastering the Story™

- Learn three skills that help leaders control the narrative
- Discover how to have hard conversations that don't create residual drama
- Master the art of shaping the story so you create an efficient team culture without the drama

10:45-11:00 am break

Session 2 (11-11:45am): The Coach's Toolkit

- Learn how to format questions to keep your team proactive instead of reactive
- Master the 2 part process for helping shape people's thinking style
- Develop the 2 tools you need to create problem solvers in your organization

11:45-12:15 lunch break

Session 3 (12:15-1pm): Leading with Authority (part 1)

- Learn to recognize Imposter Syndrome and its dangers
- Identify the personal leadership tendencies that feed Imposter Syndrome
- Create a commitment plan that directly addresses how to embrace authority in leadership

1-1:15 pm break

Session 4 (1:15-2pm): Leading with Authority (part 2)

- Imposter Syndrome Assessment: pinpoint your individual leadership style
- Learn skills to overcome leadership weaknesses and leverage leadership strengths
- Commit to a healthy balance of time on and off the grind- and tricks to stick to it!

Q&A/wrap up Day 3 (15 minutes)

Are you ready to take your leadership skills to new heights?

Unlock Your Leadership Potential with CHAPCA Leadership Certification!