

# PATHWAY TO LEADERSHIP



Your employees will drive organizational growth by receiving the tools they need to be successful leaders at all levels of management. The **Pathway to Leadership Certificate Program™** is an affordable series of 12 4-hour workshops designed to be spaced out over a customizable schedule from 6 weeks to a year. Your organization will see **improved employee growth** and retention, **increased job performance** and **better communication** with internal and external clients.

## Organizational Outcomes

### Hiring, Retention and Turnover

- Higher employee engagement & job satisfaction
- Lower employee turnover
- Improved leadership pipeline
- Better recruiting

### Organizational Growth

- Increased productivity
- Consistent employee experience
- Build your competitive edge

### Communication

- Better information to drive decision-making
- Solve more of your business problems
- Establish an open culture of collaboration and learning
- Employees who know how to work with upper management

### Clients

- More satisfied, happy customer
- Higher client retention
- Fewer customer complaints

The **Pathway to Leadership** is built on 4 foundational workshops that introduce participants to tools that they will use throughout the workshop series. The other 8 workshops take advantage of spaced learning that enables participants to apply these tools to a wide variety of settings. Additionally, new tools taught during these workshops allow leaders to maximize potential.

## Pathway to Leadership Workshops

1. Welcome to Leadership:  
Understanding the People You Lead
2. Effective Teams
3. Effective Communication
4. Managing Priorities
5. Professionalism & Business Acumen
6. Engaging Employees:  
Employee Retention and Productivity
7. Effective Performance Evaluations
8. Pathway to Persuasion
9. Refined Communication
10. Problem Solving
11. Effective Verbal Communication
12. Tenacity & Resilience



## Just a Little Bit Better

IFI Training is built on the principle that habits & skills form when we understand new concepts then consistently and regularly apply those concepts through tools, becoming *just a little bit better* one "drop" at a time. **The Pathway to Leadership** maximizes your employees gaining and retaining skill through:

### • Pre-workshop customization

- Targeted workshops that meet your employees' need

### • Engaging, tool-based training

- Fun, 70% exercise-based workshops

### • Follow-up and coaching

- Application assignments combine an easy-to-use approach with motivational rewards to help employees find ways to apply what they learn between workshops
- Spaced learning ensures long-term skill retention and follow-up opportunities for help implementing new skills and tools



# Pathway to Leadership Workshops

## Material Covered

### Foundational Workshops



#### #1 - Understanding Those You Lead

Help your employees maximize their leadership potential by giving them tools to understand those they report to and lead. Participants establish a foundation for improvement that encourages continual growth long after this workshop is over.

- IFI Training's *5 Dimensions of Leadership*
- Understanding Others: Perspective using the *5 Wave Model*
- Personal Change Management
  - A Foundation for Improvement using *JALBB*
  - The Art of Exceeding Expectations



#### #2 - Effective Teams

The foundation to forming effective teams is understanding how to appropriately interact with team members. Tools learned in this workshop enable leaders to create synergistic teams that meet goals, reduce conflict and improve relationships.

- Collaboration & Synergy
- Understanding Others: Personality using *Jungle Motives*
- Developing a Team
  - Common Ground
  - Effective Teams & Organizations



#### #3 - Effective Communication

The pathway to communicating effectively begins with recognizing clear communication. This foundational workshop provides the communication tool to efficiently create quality communication.

- Communication Changes & Challenges
- Planning Effective Communication
  - Audience Analysis
  - Brainstorming
  - Organization using the *4mat*
- *SCOPE* Principles of Communication



#### #4 - Managing Priorities

Distractions play a major role in our current work environment. This workshop will help participants know how their role fits in with organizational priorities and maximize their time in the most effective way possible.

- Prioritization of Task Management
  - Understanding your Responsibilities within the Organization
- Stress Management
- Personal Energy Management
  - Managing *Urgency and Importance* with *Peak Performance Effectiveness Time*



#### #5 - Professionalism

The workplace is composed of greater diversity than ever before. Participants gain an understanding of how their own personal brand fits into their organization as well as how to help their employees develop a professional brand to improve how they present themselves.

- Professionalism & Business Etiquette
  - Understanding Branding Rules and How They Change
- *Personal Professional Brand*
  - Building your *Business Hero Profile*
- Time Management & Goal Setting



#### #6 - Engaging Employees

This workshop is designed to help leaders develop relationships that effectively engage employees. Understanding your employees is the secret sauce to engaging them.

- Recognizing Employee Engagement and Targeting Disengagement
- Tools for Engaging Employees
  - Interaction
  - Listening
  - Incentives with *Waves and Jungle Motives*
- Coaching & Mentoring



## Material Covered



### #7 - Refined Communication

Polished communication conveys clear thought that enables your organization to get responses, avoid confusion and promote action. Tools taught in this workshop empower participants to achieve the communication goals in all phases of business.

- The Evaluation Process
- Understanding Others: the Whole Picture using the *3D Leadership View*
- Communicating Evaluations
  - Dealing with Negative Information
  - Completing the *Information Feedback Loop*



### #8 - Performance Evaluation

What role do performance evaluations play for individuals at your organization? This workshop examines the need for performance evaluations and instructs leaders how to improve their outcomes with regular "check-ins" throughout the year.

- The Benefits of Persuasion
  - Leadership & Persuasion
- Compelling Communication using *BRF*
- Negotiation
  - The *Stages and Keys of Negotiation*



### #9 - Persuasion

Great leaders need to be persuasive. The Pathway to Persuasion workshop helps leaders get buy-in on real-life business problems, use customer-focused, benefit-driven communication and create better organizational harmony to drive effective action.

- Leadership Writing Style
- The Process Approach: Refining Written Communication through *Wordcrafting*
  - Toolkit
  - *Vision Writing*
  - Word Choice
- Document Design



### #10 - Problem Solving

This workshop focuses on tools that drive action by eliminating problem paralysis. When problems come up, participants will develop the ability to deal with the situation at its root and quickly set up their team for long term success.

- The *Star Strategic Problem Solving Process*
  - Understand Impact
  - Identify the Problem Source
  - Select a Solution
  - Implement the Plan
  - Evaluate Effectiveness
- Discipline for Improvement



### #11 - Verbal Communication

Improve the overall quality of formal and informal presentations through this workshop that has been crafted to help participants overcome public speaking anxiety and have impactful meetings and presentations.

- *The Process Approach* to Communication
- Building Communication
  - Types of Support
  - Effective Visuals
- Delivery Skills
  - Presentations



### #12 - Tenacity & Resilience

Good leaders are always refining their techniques to help them improve relationships with coworkers that create a successful work environment. This capstone workshop reviews how to continually refine the leadership toolkit as well as resolve employee conflicts.

- Accountability and Responsibility
- Habits for Continuing Growth
- Application of Leadership Lessons Learned
  - Maximizing Goal Setting
  - Adjusting, Reviewing and Starting Over
  - Reviewing Your *Personal Professional Brand*

## The Advanced Leadership Track

For leaders with more advanced experience, we offer workshops you can add or substitute to customize the learning experience. Choose from any of the following workshops or talk with an IFI Training consultant to meet your specific organizational needs:



### Creativity

Helping your team find creative solutions to business problems enables you to use your human capital to its fullest potential. This workshop harnesses IFI Training's Process Approach to teach your leaders how to access their creative powers.



### Meeting Management

Meeting creep can be a huge time waster. Participants learn how to better control their schedule and effectiveness in meetings through advanced organization and energy management skills.



### Mediation

Using IFI Training's 3D Leadership View and the Stages and Keys of Negotiation, leaders learn how to help their employees find common ground in order to find the best solution for all parties involved.



### Interviewing Skills

Interviewing is frequently misunderstood by busy leaders. This workshop ensures that leaders understand what makes an effective interview and how to use necessary people and HR skills to get the most out of their interviews.

## Participant Awards

- ✓ **Lanyard** - Participants start off the workshop series by receiving a lanyard.
- ✓ **Completion Pins** - Application Activities are given following each workshop. Upon completion of each workshop's activities, participants will receive a pin for their lanyard.

Upon successful completion of all 12 workshops, participants will receive:

- ✓ **Certificate** - Participants receive a signed certificate of completion, suitable for framing.
- ✓ **Challenge Coin** - In recognition of this special achievement, participants are each presented with a challenge coin.
- ✓ **Leadership Portfolio** - The workshop series will give participants a portfolio that they can use to show the skills they have developed.

***"Excellent instructors!  
Very knowledgeable and  
engaging and a good use  
of time!"***

*- Workshop Participant*

## Our Tools Include



The 5  
Wave  
Model



The Process Approach