



Stage 1 - Ignite

1. StrengthsFinder 2.0 Teambuilding

Prerequisite for this class is the “StrengthsFinder 2.0 Fundamentals” taught as a stand-alone course prior to Propel Series #1. In the fundamentals course students learned about themselves and how to utilize their top 5 Strengths. In this course, student take that preliminary knowledge and learn how to use Strengths to build effective teams.

2. Communicating for Leadership Success

Organizations need leaders who can do more and be more in order to succeed in today's complex environment. They need frontline leaders with strong interpersonal skills who can get things done by mobilizing and engaging others. This foundation course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the Interaction Essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Achieve results through others by building strong interpersonal relationships.
- Plan for successful interactions with team members — in person and virtually.
- Provide meaningful, supportive feedback that motivates team members and helps individuals improve their performance.
- Impact business outcomes by consistently meeting the personal and practical needs of others.

3. Achieving Your Leadership Potential

Many leaders are driven to change, learn, and grow; however, they feel they simply can't squeeze in the development they need to reach their full potential. Common reasons include time, barriers, and lack of clear measurements and support. This course will show leaders that their own development doesn't have to be separate from their work. They can achieve development goals while also fulfilling critical job responsibilities.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Define their leadership development potential, including what it means to their pursuit of personal and professional growth.

- Link their leadership development to their development needs as well as to the organization's goals, values and strategic direction.
- Create targeted, challenging, yet achievable development goals
- Execute and measure progress toward goals, making appropriate adjustments along the way.

4. Listening to the Verbal and Non-Verbal

Almost everyone has heard of "Active Listening", but have you heard of the other eight kinds? Listening is a neglected leadership skill. By honing your listening skills, you will gather information, develop rapport, and influence those around you. Consider words, meanings, and messages within the context of non-verbal communication. Learn how to project confidence and calm at your next meeting, determine if your customer is telling the full truth, and understand your boss's silence.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Explain the nature of listening with multiple senses
- Improve business communication and teamwork within a diverse workplace
- Investigate the impact of non-verbal communication within a diverse environment

5. Resolving Workplace Conflict

Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time, and reduce costs. An unfortunate but natural byproduct of these challenges is conflict. While conflict can lead to discoveries such as new ideas and innovative breakthroughs, it can, if allowed to escalate, result in damage to critical working relationships. This course teaches leaders how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and practice using the Interaction Essentials as they coach then mediate to resolve a conflict.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Reduce the damaging effects of workplace conflict on individuals, groups, and the organization.
- Effectively address workplace conflict and enhance productivity, efficiency, and morale.
- Help others take responsibility for resolving their own conflicts.
- Promote a culture of trust and mutual respect within their work group.

6. Project Management Impact on Financials Outcomes

Objectives

- Define percent of completion accounting
- Financial statements overview
- Describe overbillings and underbillings and the impact of each
- Describe a WIP and what each column represents
- Show how the WIP can affect year end profits
- Analyze the difference between gross profit margin and mark up %.

7. Building and Sustaining Trust

What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Recognize how trust in the workplace affects business results.
- Analyze their role in building and sustaining trust.
- Identify common workplace behaviors that can build, sustain, or break trust.
- Demonstrate behaviors that show they trust others, as well as give people the confidence to trust them.
- Use interaction skills to foster open communication, build and maintain trusting relationships, and repair damaged ones.

8. Coaching for Peak Performance

Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve or enhance their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance. By helping learners understand the importance of three coaching techniques and how to effectively handle both proactive and reactive coaching discussions, this course helps leaders have more effective and efficient interactions.

Learning Objectives

Upon completion of this seminar, participants will be able to:

- Encourage people to take ownership of, and be accountable for, their work performance.
- Create a work environment where people are comfortable taking on the risks associated with new responsibilities.
- Boost morale, improve productivity, and increase profitability by coaching for peak performance in each person.
- Manage work performance issues in a fair, consistent manner.