

Propel Leadership Program 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 Stage 1. In the fundamentals course students learned about themselves and how to utilize their top 5 Strengths. In this teambuilding course, student take that preliminary knowledge and learn how to use Strengths to build effective teams. This course is based on on decades of Gallup research and analytics detailing what the greatest team members and leaders do differently to improve performance. You’ll gain the tools, techniques and practical experience you need to lead teams in ways that are strengths-based, engagement-focused and performance-oriented.

Instructor

Dr. Sondra Cave is a gifted communicator and frequent speaker. Dr. Cave has been recognized by the Gallup organization with the “Strengths-Architect” Award for her work writing strengths curriculum and training seminars. She has been involved with the Gallup Organization and strengths development since 2001. Sondra is the founder and director of *Strengths and Leadership Consulting*. She spent 18 years at MidAmerica Nazarene University serving as a professor and chair of the Sociology department. She earned her doctorate degree in Educational Leadership. *Sondra’s top 5 strengths are: Achiever, Discipline, Focus, Significance, Competition*



2. Business Ethics

What exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another. This workshop won’t provide you with an easy way to solve every ethical decision you ever have to make. But it will, however, help you define your ethical framework to make solving those ethical dilemmas easier. You will learn tools you can use when faced with an ethical decision, and techniques you can use so you don’t get stuck in an ethical quandary. Best of all, this seminar incorporates case studies, so you can practice making decisions in a safe environment.

Learning Objectives

At the end of this seminar, participants will be able to:

- Explain the differences between ethics and morals
- Identify your personal values / principals and how they impact your decisions
- Discuss the value of and need for ethics in business
- Outline techniques to assist you when confronted with an ethical quandary

Instructor

Jeanie Lauer specializes in organizational planning, workforce development and mediation. Jeanie holds a Bachelor of Science in Math from Southeast Missouri University and a Master’s in Business from Central Michigan University. She is certified in Mediation, and Human Performance Improvement and a certified facilitator for DDI and Achieve Global. In addition, Jeanie currently serves as a legislator in the MO House of Representatives and serves on the committees of small business, economic development, local government, and tax reform.



3. How to Read People

Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences.

Instructor

George Ferguson is an ethical, values-driven and experienced educator, facilitator and consultant in leadership, management and organizational development. With practical management experience in multiple large businesses, extensive work in corporate leadership development and 20+ years in academia, he provides a unique blend of skills and views to workshop participants. His ability to fuse theory with practice has helped numerous managers from a variety of companies improve their organizations. George holds a Master's in Business Administration from Rockhurst University, and a Bachelor of Business Administration in Economics from the Georgia State University.



4. Communicating for Leadership Success

Companies need frontline leaders with strong interpersonal skills who can get things done by mobilizing and engaging others. This foundation course introduces leaders to the essential interaction skills that are critical to leadership success. You'll learn the core behaviors that leaders need to be effective in the many situations they handle daily, such as coaching, delegating, and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate to spark action in others to achieve business results. They will also learn how to provide positive feedback that recognizes and motivates individuals and teams, as well as developmental feedback that helps others get back on track.

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.

Instructor

Mary Jean Billingsley is widely known for training and inspiring others to present themselves with confidence, professionalism and authority in business. Her clients and partners include professionals from major law firms, Fortune 500 and multi-national businesses, associations and U.S. and European universities and colleges. She is a certified Business Etiquette and International Protocol Consultant with credentials from the prestigious Protocol School of Washington.



5. Negotiating for Business Results

Negotiating is about resolving differences. People who can master the process of negotiation find they can save time and money, develop more satisfaction with outcomes at home and at work, and earn greater respect in their communities when they understand how to negotiate well. Negotiating is a fundamental fact of life. Whether you are working on a project or fulfilling support duties, this seminar will provide you with a basic comfort level to negotiate in any situation. This interactive workshop includes techniques to promote effective communication and gives you techniques for turning face-to-face confrontation into side-by-side problem solving.

Learning Objectives

At the end of this seminar, participants will be able to:

- Summarize the benefits of good negotiation skills.
- Explain the importance of preparing for the negotiation process, regardless of the circumstances.
- Describe the various negotiation styles and their advantages and disadvantages.
- Demonstrate strategies for dealing with tough or unfair negotiation tactics.
- Identify negotiation alternatives and options.

Instructor

Cheryl Wright has more than 30 years of human resources experience across multiple industries. Through her company, Darda Human Resources Advisors, she coaches small and mid-size businesses on how to optimize their relationship with employees. Cheryl received her undergraduate degree from James Madison University and her graduate degree from the University of Wisconsin-Madison.



6. Navigating Beyond Conflict

The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences can also contribute to misunderstandings, which can lead to discord and, if left unresolved, dispute. In this course you'll learn how to effectively navigate beyond conflict to prevent damage from occurring. You'll learn how to recognize the warning signs of conflict, how to prevent situations from escalating, and how to work out the conflict if it does escalate allowing you to mitigate any negative impact, thus reducing the cost of conflict and improving business results.

Learning Objectives

At the end of this seminar, participants will be able to:

- Reduce the cost of conflict to them and their organization.
- Minimize or prevent conflict by promoting a culture of trust, mutual respect, and collaboration.
- Make appropriate choices, both in words and actions, to direct situations away from possible damage and toward the discovery of new ideas and solutions.
- Successfully plan and conduct conflict resolution discussions.

Instructor

Themum (Tee) Crawford is a highly-skilled learning and development consultant with over 15 years of experience in coaching, training, and facilitation. Educated at Albany State University with a BBA in Management, she has a broad range of organizational and management training experience with profit and non-profit organizations, nationally and internationally. Described by audiences as an excellent facilitator who has a positive, and enthusiastic yet professional presentation style creating an open and comfortable learning environment.



7. Accelerating Business Decisions

In today's turbulent, fast-flowing business environment, individuals usually don't have the luxury of time when making decisions. You need people who can quickly size up the situation, identify the most workable and expedient course of action, and then act—often without having all the data or the time to consider every possible option. This course helps leaders accelerate the decision-making process, yet still make quality decisions in fast-paced environments with limited time and information. It also teaches them to identify their own and others' decision-making tendencies and understand how to balance them in situations requiring accelerated decisions.

Learning Objectives

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

- More quickly evaluate possible solutions and make high-quality decisions when time is limited.
- Determine when an accelerated decision is appropriate and when a more analytical approach is needed.
- Accelerate the decisions they make.
- Use a consistent approach when facing rushed decisions in your organization.

Instructor

Tracie Glasscock has over 25 years' experience training, coaching and consulting with companies in the insurance, healthcare and manufacturing industries. Tracie is a certified learning and performance professional and principal of *BLC Performance Solutions*, a consulting firm focused on improving workplace performance with an emphasis on emotional intelligence. Tracie holds a Master of Arts in Communication from the University of Illinois, Chicago and a Bachelor of Arts from Marquette University.



8. Embracing Change

If there's one thing all organizations in today's economy have in common, it's that they are undergoing change. But change can only be effective if the employees impacting your bottom line embrace it. Their ability to adapt will determine the competitiveness and success of your company. This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience and are introduced to best practices that will enable them to tackle and overcome the new business challenges of today and tomorrow.

Do You Face Any of These Issues?

- Are employees in your company unreceptive to change?
- Does resistance to change decrease the productivity of individuals and teams?
- Are changes in the workplace or economy affecting the morale of your workforce?

Learning Objectives

At the end of this seminar, participants will be able to:

- Commit to and take ownership of change.
- Effectively recognize change, explore change, and overcome personal resistance to change.
- Minimize the negative impact of not adapting to change on individuals, teams, and the company.
- Demonstrate an embracing change mind-set that influences others to embrace company changes.

Instructor: Tracie Glasscock