

## **2020 TRAINING MENU**

### **TAKE OWNERSHIP FOR YOUR OWN CAREER (2 HOURS)**

Your career success is driven by you; Yet, do you know what you want and how to get there? You cannot be a passive passenger on the road to career success, you have to take ownership for your own career. First, you must reflect on, identify, and write down what your career goals really are— and what success looks like for YOU. From there you can create a plan and plot a course for your personal career growth, where you need to develop, and the steps you need to take along the way. You'll not only walk away having identified what you want for you career and ideas on how to get there, but with valuable knowledge and skills on how to advocate for yourself and what you need to advance to your next level.

### **UNDERSTANDING YOUR OWN UNIQUE LEADERSHIP SKILLS (2 HOURS)**

Self-awareness is a critical skill for leaders. Your ability to advocate for yourself and your skills, is impacted by your awareness of what you bring to the table AND how others perceive you as a leader. In this topic, we will spend considerable time reflecting and evaluating your talents, transferable skills, personal qualities, and what makes you unique as a leader, as well as identify what your personal interests are. We will identify and build your Personal Leadership Brand.

### **ENHANCING YOUR LEADERSHIP COMMUNICATION SKILLS (2 HOURS)**

How you communicate as a leader is critical to your success, however most consider these skills “soft skills”. Communication skills are not “soft skills”. They require awareness, intelligence, and skill. It also requires listening, a genuine interest in the person or topic, authenticity, and compassion. Communication is a skill people rarely practice and sometimes avoid, but it's necessary to our work. We will focus on the communication skills necessary in leading people, communicating with confidence, and communicating “up” to supervisors and executive teams through interactive and immersive exercises that both challenge and encourage us to engage more with those we work with.

### **HOW WE COMMUNICATE DIFFERENTLY (60 MIN)**

Stereotypically, men and women communicate differently – and we communicate to achieve different ends. Understanding the differences in how and why men and women communicate is important to our success in the workplace. It allows us to better connect and communicate on our teams, be perceived better by our leaders, and to get our point across more successfully. We'll address the different communication styles, the different reasons people communicate, and the common mistakes women make in communication that diminishes our credibility. You'll walk away with tools to connect more meaningfully, communicate more confidently, and position yourself to be heard more frequently.

## **MANAGING YOUR PRODUCTIVITY (90 MINUTES)**

In work today, you often find yourself responding to the constant stream of needs of others. You are interrupted with pop-ins, questions, personal needs, emails, phone calls, and something that's inevitably urgent - making it difficult to manage your time and be truly productive. Learning how to enhance your productivity and better manage your time will enhance your overall success and achievement. We will focus on strategies to manage your time more effectively, set boundaries around when you're accessible, and get more done day-to-day.

## **NAVIGATING CONFLICT (90 MINUTES)**

Communication isn't easy and navigating conflict can be the most challenging interactions you will face. Most people will avoid these difficult conversations altogether. We'll address how to best navigate these conversations by providing a framework to manage conflict and practice leveraging your strengths to succeed in the conversations that are hard.

## **WORK-LIFE BALANCE, MENTAL HEALTH, and REST (60 MINUTES)**

Everyone seems to be chasing the myth of work-life balance, yet most people don't know what it looks like to achieve it. There's an impression that work-life balance means that your life is equally balanced between work and life – and that's just wrong. Life is much more intricate and complex than 50% work and 50% everything else. As a leader, much of your life can be focused on prioritizing your professional and career growth - which has the potential to set you up for burnout too early in your career. It is critical to build healthy habits of self-care and wellness. We will focus on building better habits of self-care, setting boundaries to have balance in your life, and dealing with stress, all while still achieving your career goals.

## **BEING A MENTOR TO OTHERS (90 MINUTES)**

Part of being a leader is about opening the door for those coming behind you. We know that people who have mentors that are invested in their careers, advance more rapidly. Most programs are focused on finding a mentor, but what about being a mentor? It's important you know how to support the those who will come after you. We'll spend time focusing on how you can support each other, how to advocate for yourself, and how to help more people can come behind you.

## **LEADING AND NAVIGATING CHANGE (60 MINUTES)**

Change will happen in your career, in your organization, and in your team - it's inevitable. True leadership is understanding how to navigate change and innovation as a leader. Great leaders shepherd their teams through change skillfully - when it's easy and when it's hard. We'll look at some change theory, identify best practices, and reflect on your individual skills that can help you lead your team through whatever changes you'll face.

## **BUILDING AND MAINTAINING HIGH PERFORMING TEAMS (2.5 HOURS)**

High performing teams don't magically happen; they are built and cultivated consistently over time using thoughtful recruiting and hiring tactics, as well as management practices that regularly provide praise, where appropriate, assess performance and areas of growth, and drive performance growth in your people. We'll focus on getting the right people on your team, how to take your good performers and turn them into high performers, and how to motivate your high performers to perform at even higher levels.

Additionally, not every employee ends up being a high performer, unfortunately. Part of great management is knowing how to improve performance in your under-performers, but also knowing when it's time to cut ties. Managing under-performers, disciplinary action, and terminations is a job every leader will have to face at some point in their career, however very few actually know how to manage it skillfully. We'll also address how to navigate and manage your under-performers to increased performance or a career transition.

## **BUILDING ALLIES FOR GENDER EQUITY (3 HOURS)**

Our research indicates that there is a disparity between the perceptions of men and women, when it comes to gender bias and discrimination in the workplace. While, for many, that is not surprising, however it illuminates a critical point: much of gender bias is unconscious and covert. The reality is that most men don't understand or recognize the subtle, unconscious, and sometimes barely noticeable ways that women are treated differently in our organizations – and how they may be contributing to those experiences.

Creating gender equity and eliminating gender bias requires organizations to first create an awareness to the bias and inequities that exist, then understand how each individual can contribute to addressing and solving the problems in the every day work. Additionally, men and women must address how women can advocate for themselves and other women and how men can be both allies and advocates in the workplace. Creating gender equality in the workforce requires men and women to have hard conversations, challenge each other, and work together to achieve parity.

This workshop is intended to spark conversation, build awareness, and provide skills and tactics to individuals within the organization on what they can do to create an inclusive workplace, but also work towards gender equality together.



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## **ABOUT THE CENTER FOR LEADERSHIP EXCELLENCE**

We are the oldest and most trusted Human Resource Consulting Firm in Indiana. We are not only the consulting firm of choice for human resource professionals, business leaders, and executives, we are the trusted advisors to employment and labor attorneys who assist their clients in skillfully managing an organization's human resources.

From how you hire people to how you help them exit gracefully – and everything in-between, we are the experts helping you enhance your organization's culture and overall success.

## **ABOUT THE TRAINER**

### **Jessica Gendron, President**

As President of The Center for Leadership Excellence, Jessica brings over 15 years of experience in leadership development and coaching, human resource consulting, and business leadership. In her former role as CEO of a young start-up, she had success growing the company, turning it into a thriving business; her core business focus was education and later expanded into an emerging technology business.

Jessica is sought out as a speaker, having addressed numerous organizations across the country. She has spent most of her career coaching women and individuals to grow and thrive professionally. In addition to her successful business and education experience, Jessica is an award-winning curriculum designer and was recently honored for her contributions to the industry she served in her last professional role.