

Propel Leadership Program Level 1 Stage 1 - Ignite

Tuesdays 12:00 p.m. to 4:00 p.m. September 15 to November 10, 2020



1. StrengthsFinder 2.0 Fundamentals

Discover Your Strengths. This StrengthsFinder workshop helps individuals and teams discover their unique talents for greater team engagement, performance, and improved business outcomes. In this workshop we'll focus in on each participant's Top 5 Strengths as we cover all 34 talents. Learn the top 5 talents that represent the best of you.

Learning Objectives

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

- Articulate your top 5 talents.
- Explain your dominate talents.
- Put your talents to use in the workplace and at home.
- Appreciate and leverage the strengths of others.
- Recognize a team's assets and deficits.

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. 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 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

3. 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 solution to solve every ethical decision. But it will, 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

Upon completion 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. 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.



4. 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: Donnie Simpson

5. Working with You is Killing Me

From chronic complainers to idea-stealers, boundary pushers to just plain jerks, a toxic co-worker can ruin your day - and your life! Everyone - including the lucky few who've never had to work with a difficult person - will benefit from this program. It brilliantly portrays how employees on any career path and at any level of an organization can be undone by a problem co-worker. The amount of time spent worrying, avoiding, raging and obsessing over toxic employees can affect performance on the job and peace at home. This program provides the antidote, showing exactly how to take responsibility for addressing the problem and put a stop to it all. It shows employees how to "unhook" from difficult situations in four simple ways: Physically, Mentally, Verbally and With a Business Tool (memo, email, log, etc.).

Learning Objectives

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

1. Examine how their own reactions can enable the situation.
2. Internalize a series of proven responses to problem behavior.
3. Reinforce the message if the problem behavior returns

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. 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.



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

Upon completion 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

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.



7. Writing for Business Results

Each element in effective business writing helps create memorable and informative connections that lead to actions and the business at hand. We will review good writing skills, such as readability and flow factors. We will consider parallelism, voice, vocabulary, sentence structure, paragraph development, and document organization. We will practice collaborative writing and common messages such as inquiries, responses to complaints and compliance requests, and bad news. Additional topics include email management, ancillary elements of letters, and informal and formal reports and proposals.

Learning Objectives

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

- Apply the concepts of and the connection between the "Reader's Reality" and the "Writer's Agenda" for getting to the point
- Apply composition models for clarity and completeness in messages
- Use guidelines in practicing common business messages
- Explain the criteria for appropriate readability, mood, voice, tone, and formality
- Increase self-confidence in one's ability in solo or collaborative writing

Instructor

Karen L. Anderson provides training programs and coaching that focus on developing leadership strategies and improving communication and team performance. Karen received the Lieberman Teaching Excellence Award for Adjunct Faculty at JCCC and the National Speakers Association Chapter "Member of the Year" twice. She is also past President of the National Speakers Association-Kansas City and a Kansas Supreme Court-approved mediator. Anderson is the author/co-author of thirteen books and more than 100 programs.

8. 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.

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 versus a more analytical approach.
- Accelerate the decisions they make.
- Use a consistent approach when facing rushed decisions in your organization.

Instructor

Tracie Glasscock has over 25 years of experience training, coaching and consulting with companies in a variety of industries. Tracie is a certified learning and performance professional. Tracie holds a Master of Arts in Communication from the University of Illinois, Chicago and a Bachelor of Arts from Marquette University.



To successfully complete a leadership stage and earn the Propel award, participants must attend the 5 core courses and complete at least 3 elective leadership courses..