



LEADERSHIP Academy

2019 TENTATIVE Agenda

TEC Equipment Headquarters – 14400 Randall Ave, Fontana, CA 92335

Wednesday, November 6, 2019

- 9:30 am – 10:00 am **Arrival & Continental Breakfast**
- 10:00 am - 10:30 am **Welcome and Team Introductions**
- 10:30 am – 12noon **Opening Session: Leadership at All Levels.** The opening segment explores the principles of effective leadership that can be practiced by anyone on the team. As described in the best-seller *The Leadership Challenge*, the five practices of (1) model the way, (2) Inspire a shared vision, (3) challenge the process, (4) enable others to act, and (5) encourage the heart are the cornerstone of leadership. Within the discussion, we will look at not only leadership, but how important the first follower is to the team, the dynamics between management and leadership; and what the group considers characteristics of leadership in their day-to-day experience.
- 12noon - 1:00 pm **Networking Lunch**
- 1:00 pm - 2:30 pm **Leadership Triple Whammy: Communication, Change, and Conflict.** Leaders must function in an ever-changing environment. In this session participants will explore how to communicate by understanding their own, and others' different styles and preferences. We will discover how people react to change and how communicating it properly will improve the work environment. And we will consider how change and communication can cause potential conflict. Techniques will be shared for how to work more effectively with those with different styles, understand the lenses others look through, and the dynamics of Peter Senge's "Ladder of Inference" when communicating and making decisions.
- 2:30 pm - 2:50 pm **Power Break**
- 2:50 am - 4:00 pm **Creating High Performing Teams.** Why do some teams "storm," others "norm," and still others "perform?" This session looks at how to build a dynamic team, moving the team members around into the right "seats," and the unique make-up of today's diverse teams. Considerations include multi-generational teams, what influences the team, and the challenge of differing voices and opinions within one team. An interactive activity will illustrate some of the concepts above.
- 4:00 pm - 5:15 pm **Motivating and Recognizing Your Co-Workers.** What is the environment for motivation and recognition within your work team or area? Recognizing the efforts of employees can have a powerful impact upon an organization. This session will explore how some very successful companies motivate employees and teams, look at the value of recognition and rewards, and will provide usable take-home ideas. Recognizing and rewarding employees doesn't have to be expensive or time consuming, but it does have to be authentic to the co-worker.
- 5:15 pm – 5:45 pm **Recap & What's on Tap for Day 2**



LEADERSHIP Academy

Thursday, November 7, 2019

- 7:30 am – 8:00 am **Arrival & Continental Breakfast**
- 8:00 am – 9:15 am **Strengths-Based Leadership.** Using the *New York Times* best-selling book based on research from the Gallup research organization, *Strengths Based Leadership* and the online leadership version of the Clifton StrengthsFinder assessment, we will explore the four domains of leadership strength: executing, influencing, relationship building, and strategic thinking. Each participant will receive a report that outlines their particular strengths within these four leadership domains.
- 9:15 am - 10:30 am **Strengths-Based Strategic Thinking.** In this session we will continue the focus on strengths, but with a planning/thinking emphasis. The approach will be to identify change catalysts that may affect the organization’s future operations as well as discussing the SOAR Framework (Strengths, Opportunities, Aspirations, and Results) to frame the organization’s key strategic goals. This session includes worksheets with sample words on how to build “objectives” and “strategies” that will support the strategic issues identified by the participants.
- 10:30 am - 10:50 am **Power Break**
- 10:50 am – 12noon **The Tone of Leadership: Leading in Anxious Times.** In this session we look at the individual leadership dynamic, how understanding our own tone affects the team, and how we can set a healthy tone. We will explore the areas of life balance, our urgency index, and ways to dial down team anxiety. Included in this discussion is how through setting reasonable and clear expectations, leaders can re-set the tone of the team.
- 12noon - 1:00 pm **Networking Lunch**
- 1:00 pm - 2:10 pm **Art of Persuasion and Negotiation.** Using authentic persuasion and negotiation techniques, participants will explore how to shift opinions through key people, cases studies, power words, and presentation techniques. Convince others to step up and take on new initiatives. Learn how to obtain the results you want through negotiation.
- 2:10 pm - 2:45 pm **Putting What We've Learned Into Practice.** An interactive activity will help illustrate principles of communication, team building, using one's strengths, and persuasion and influence. See what you have learned in practice.
- 2:45 pm to 3:15 pm **You've Been "Seminarred" - Now What?** The closing session will capture ideas or concepts for implementation when returning to the workplace and will feature speed coaching; setting goals; and establishing accountability partners for post event dialog.
- 3:15 pm – 3:30 pm **Wrap Up & Close**