
Learn to Lead Program

Developing Tomorrow's Leaders Today

Winter – Spring 2012

Primary Target: Designed for individuals in supervisory/managerial positions that are either new to management or that could use sharpening of critical skills identified to predict success in leadership roles.

Primary Focus: The focus of our semester-long curriculum is to teach key leadership skills/tool sets to participants enabling them to drive business performance. Each interactive session includes a homework assignment where participants must use the tools to assist in retention of key skills.

Hours: Six four hour interactive class-room training sessions
2 sessions of one-on-one coaching

Cost: \$2,499.00 per participant. **Multiple Participant discounts are also available.**

Monday, February 6 –Workplace Big 5 Assessment sent out to each participant to evaluate and illustrate the individual's personality traits and natural tendency to demonstrate specific competencies.

Friday, March 2 (8:00am - Noon)

Class 1 - Hiring the Right People

Interactive session to maximize an organization's ability to hire the best performers. Topics include: proper interview preparation, common mistakes, resume review, competency identification, developing behavioral interview questions, probing interviewee answers to identify potential problems, and practice utilizing these tools.

Friday, March 16 (8:00am - Noon)

Class 2 - Change Management

Interactive session that trains leaders to successfully introduce change that drives performance in their organization. Topics covered include: understanding resistance to change, overcoming obstacles, characteristics of successful change managers, creating a change-friendly culture, and institutionalizing change.

Friday, March 30 (8:00am - Noon)

Class 3 - Conflict Resolution

Teaches "best practices" in dealing with the common conflicts specific to each participant's role. Topics include: What is conflict and what causes it, common mistakes in handling conflict, a roadmap to successful conflict resolution, and also includes interactive role playing.

Friday, April 13 (8:00am - Noon)

Class 4 - Giving Feedback/Performance Evaluation

One of the biggest weaknesses as seen by executive leadership across industries is the ability to effectively give both positive and negative feedback. This session will detail approaches/strategies to ensure that time is taken for positive feedback and that constructive criticism moves an organization forward. Participant's specific situations are addressed/discussed and role playing is used to reinforce methods.

Friday, April 27 (8:00am - Noon)

Class 5 - Performance Management

This class provides participants with a template to drive optimal performance in their organization. Topics of discussion include: what causes people/organizations to fail, setting "SMART" expectations/objectives, defining/tracking metrics, proactively identifying potential pitfalls, and on-going communication/feedback. Specific plans for each participant will be identified in achieving a key organizational goal.

Friday, May 11 (8:00am - Noon)

Class 6 - Manage Your Career

Managers today must take ownership for their own career; as the saying goes, you can't get what you want until you know what you want. This session discusses the importance of active career planning including defining short and long-term objectives, the importance of mentors, communicating your career plan, and obtaining on-going education/training. Each participant will leave the class with both long and short-term career plans and steps to make them a reality.

2 Individual Coaching Sessions

This is an opportunity to assess the current situation of each participant in greater detail. We will discuss organizational strengths, weaknesses, and challenges. We will look at specific departmental goals; identify the obstacles that stand in the way of these goals, and then identify resources, training, methods, and milestones necessary to achieve the goals. In addition, the coach will analyze the demographics and personality types of each participant's organization and develop specific plans to retain, develop, and motivate staff.

Facilitator:

Todd Nicholas, Senior *Career and Leadership Consultant and Trainer*

Todd joined Career Partners International Buffalo | Niagara in January 2003. As Senior Career Consultant and Lead Trainer, he pursues his passion for training, counseling, and career development.



Prior to joining CPIBN, Todd ran his own career services firm in the Buffalo area, specializing in resume development, career counseling, interview training, and placement services. He started his career with GE, where he spent 10 years in Operations & Engineering Management and also received his Six Sigma Green Belt Certification. Todd holds an Electrical Engineering Degree from Clarkson University.

Todd currently works with several hundred professional and executive outplacement candidates annually providing comprehensive career services. He also develops and conducts training with external corporate customers on management development, organizational effectiveness, motivation, leadership, interviewing, performance evaluation and other topics. In addition, he regularly serves as a guest lecturer at local colleges including Buffalo State College and the State University of New York at Geneseo.