

# TWO-DAY LEADERSHIP EXCELLENCE SERIES



**THIS NEW INTERACTIVE FOUR-PART SERIES WILL EQUIP EMERGING AND EXISTING LEADERS WITH THEORIES, STRATEGIES AND TOOLS TO TAKE THEIR LEADERSHIP SKILLS TO THE NEXT LEVEL. THE SERIES IS OFFERED IN PERSON, VIRTUALLY OR VIA E-LEARNING AND CAN BE TAKEN IN ITS ENTIRETY OR AS SEPARATE MODULES. PARTICIPANTS RECEIVE A LEADERSHIP EXCELLENCE CERTIFICATE UPON COMPLETION.**

## **COMMUNICATING FOR EXCELLENCE**

In this interactive course, you'll learn how different communication styles (introvert, extrovert, process focus and people focus) influence our behaviour in day-to-day situations. Learn how to understand, manage and leverage emotional intelligence (EQ) to effectively deal with conflict and relate to others more effectively.

### **Program Outcomes**

- Identify different communication styles and how they drive behaviour
- Understand how the different elements of communication impact relationships and behaviour
- Identify key components of emotional intelligence
- Learn how emotional intelligence can defuse emotional conversations and increase positive outcomes

## **LEADING FOR EXCELLENCE**

Designed for supervisors and managers to build your credibility as a leader and develop techniques to successfully lead, engage and motivate team members.

### **Program Outcomes**

- Identify the difference between managing and leading
- Learn leadership best practices and roadblocks
- Recognize how some leadership practices can cause employees to leave an organization
- Understand when to use different leadership styles to improve relationships and build trust

## **TEAM BUILDING FOR EXCELLENCE**

Leaders will complete this program with a strong understanding of how to effectively communicate, build strong sustainable relationships, resolve conflict and contribute to a team environment.

### **Program Outcomes**

- Define what makes a high performing team
- Understand how to assess a team's alignment and success
- Discuss the elements of team trust and the causes of conflict

## **COACHING FOR EXCELLENCE**

Learn professional skills to successfully build, adapt and execute comprehensive workplace training. Provides leaders with coaching skills and best practice tools to develop team members through effective on the job coaching. Through a solid understanding of coaching techniques, you will be enabled to develop and grow your teams, understand the benefits of using "just in time" coaching, and how to overcome obstacles that cause coaching avoidance.

### **Program Outcomes**

- Identify a leader's role in effective onboarding
- Learn how to set team members up for success through best practices
- Define and discuss best practices in coaching
- Identify the difference between coaching and performance management
- Use questioning, listening and FAB feedback to coach
- Understand how to deliver timely, bite sized coaching through a three step process
- Apply, practice and critique application of coaching.

### **TO LEARN MORE, PLEASE CONTACT:**

Emma Dixon, Assistant Manager, Client Solutions [edixon@otec.org](mailto:edixon@otec.org), (416)622.1975 ext: 245, or (800)557.6832 [www.otec.org](http://www.otec.org)

