ALIGNED PERFORMANCE, INC.

Leadership Development

We take time to listen so that we understand your company's goals, culture and specific needs. After discussing your current state and target state we develop a custom program that links individual performance to company objectives. Together we determine the best way to measure the impact and results.

Courses are ½ day unless otherwise noted.

Transitioning from Peer to Supervisor

You've made the jump; now what?! You are a technical expert, and now new skills must be developed to make a successful transition into your new role. As a manager, you must balance your new responsibilities while learning how to manage each person. You will take away a personal plan so that you avoid the mistakes that most new managers make.

Coaching and Motivating Your Team

This course removes the mystery of what motivates and inspires people, to do a great job or a poor job. Not only will you be able to recognize what could be behind poor performance, but you will practice addressing it in a safe environment. Using the tools and techniques from this course you will be more effective at understanding and thus coaching your team. *(2) ½ days*

Interviewing for Best Fit

Some people interview well, and then show up as someone different once in the job. Contrarily, there are great employees who don't do well in interviews. After completing this course you will have all the tools you need to prepare for and conduct interviews so that you can rely on more than just your gut feeling when choosing your next employee. Bringing a current job posting is strongly encouraged.

Preparing and Conducting Effective Performance Appraisals

While we know that the performance appraisal should not be a surprise, it is still an important conversation and a great opportunity for coaching and motivating. This is why it requires your care and attention. After reviewing best practices and the 12 common pitfalls of performance reviews, you will be well prepared to write, prepare for and deliver effective performance appraisals.

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Planning and Conducting Productive Meetings

If meetings have the reputation as being a waste of time, this course is for you. By using a few simple planning techniques, meetings can once again be productive, efficient and short. This course shows you how.

Leading Through Change

Managing people through change can be challenging, and yet this is a constant need. This course examines how and why individuals and organizations resist change, and the skills that leaders need to overcome these obstacles.

Managing to Others' Styles

People who adapt their management style to the preferences of their team members are more apt to be successful in their role. The three phases of learning are 1) understanding your own preferences and communication style, 2) recognizing and understanding others' preferences and communication styles and 3) adapting styles to more effectively communicate, especially with those who are least like you. *Full day*

Effective Delegation

This course unveils the four main reasons people don't delegate and what to do about it. You will be introduced to a proven model to determine what to delegate to whom. You will also learn the five steps that set a project up for success.

Coaching

Individual and Group Coaching

Training does not yield a change in behavior. It takes time and conscious thought to integrate new ideas and education outside the classroom. Whether it's an individual session or group coaching, we help people navigate expectations, resources, personalities and desired outcomes.

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Personal Leadership

Anyone can be a leader; you don't need an important title or corner office. We are leaders in our community, our businesses and in the world. Our Personal Leadership courses help people at every level in the organization develop varying aspects of leadership.

Planning and Prioritizing Multiple Priorities

There's no doubt that there's usually more to do than there are hours in a day. In this course you will not only learn how to plan and prioritize, but how to engage others in managing your time and priorities. Bring a list of your current projects so that you can practice real-time using the prioritizing tool.

Polishing your Presentation Skills

The only way to getter back at presenting is to do it. Bring a topic to this highly interactive workshop to practice preparing and presenting. Each participant will present and receive valuable feedback to polish their skills. *Limit 8 people*.

Coaching for Non-Coaches

Advance your coaching and communication skills with this unique blend of practices and tools. You will stretch your muscles as you practice having coaching conversations.

Handling Conflict in the Workplace

co-facilitated with Jaime Roth, Esq., mediator, former employment litigator

We've all had uncomfortable moments at work. Whether it's disagreement with a colleague over how to best accomplish a goal, or just being rubbed the wrong way by bosses or co-workers, it's easy to get swept away in the moment. In this workshop, you will learn proven methods to help you keep your cool and make better decisions. We'll look at scenarios derived from actual lawsuits and see where the people involved could have consciously created a better outcome for themselves and their organizations. You will learn to recognize when the "reptilian brain" has hijacked the conversation, and learn methods to both reign in the reptile, and realign yourself with your thinking, conscious self that has the power to create a more productive outcome.

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Managing Emotions and Behavior

According to Andrew Coleman, Emotional Intelligence (EQ) is the ability to monitor one's own and other people's emotions, to discriminate between different emotions and label them appropriately, and to use emotional information to guide thinking and behavior. Studies have shown that people with high EQ have greater mental health, respond more evenly when stressed, perform better on the job and have more effective leadership skills. During this course, you will learn about the biology of emotions. You will assess your own EQ and then develop a plan for changing your behaviors when under stress.

Personal Excellence ~ Success From the inside

It's been shown again and again that happy people are the most productive, they're good listeners with a sharp learning curve. Happy workers are highly creative, easy to be around and good team players. This workshop helps people see how they are responsible for their 'success', however they define it. It promotes a well-rounded workforce. Participants work on setting and achieving goals that are aligned with those of the organization, and start crafting a personal mission statement.

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New Employee Onboarding

The purpose of onboarding is to help new employees quickly get up to speed in their role, as well as getting acclimated to their team and the company. It typically includes an orientation, which may range from two hours to two days. In orientation, new employees get to meet people from different areas of the company and learn basic information like the company's history, vision and values.

The onboarding process continues with specific training and development regarding the person's role and their department or team. This process may be six months, or much longer for complex jobs and responsibilities. An important outcome of onboarding is the setting of clear expectations and performance objectives.

When we help you design your onboarding program, we pay attention to the little details that make a big difference to someone just starting out. We will help you plan an engaging orientation, as well as job-specific success plans.

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Building High Performing Teams

Anytime two or more people get together, there is a potential for conflict and mis-communication. There is also the potential for surpassing expectations and accomplishing more than a single person or team could on their own.

To develop your unique team experience, we carefully assess what is happening (or not happening) within and/or among the team(s). We then design a course and/or experience to draw out issues that are hindering success. These events are engaging, experiential and fun. They always result in action plans and new commitments.

Team sessions are typically held off-site and may be in a classroom, park or at a horse ranch. Here are two examples of team sessions.

■ 5 Building Blocks of High-Performing Teams

This is a twist to Patrick Lencioni's dysfunctional team model. We take a positive approach to building effective teams. Team members assess their own teams and write an action plan for steps that they can personally take to improve team performance. We step through the model from the foundation of trust to having respectful debate, to commitment and accountability to arrive at results.

■ Horse Power Leadership

Since humans and horses are both herd animals, horses have a lot to teach us. They too experience hierarchies, jealousy, moods, friendships, conflict and love. This powerful, experiential course takes us to the wild west where we throw on the boots and work with horses to learn about communication and leadership. By observing, leading and working the horses, we explore such questions as…

- What does it take to lead effectively?
- How are leaders selected?
- Which behaviors are most and least effective in leading?
- How can I better deal with obstacles?
- What do I need to know before being a great leader?

Ground work only; no horse experience required. *Limit 12 people*.

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