

COMPASS YEAR TWO JANUARY

I'll Be Back!

CONFRONTING HARMFUL BEHAVIOR

"Leadership is about making decisions you think are right, and then standing behind those decisions. It isn't about taking polls and then doing what is popular. We want leaders who don't flinch, waiver or back down."

Arnold Schwarzenegger

In this session you will:

- Learn to confront behavior that does not meet expectations
- Understand the importance of discipline and conformity in building high performance
- Develop a set of non-negotiables for those whom you lead
- Practice the skill of harnessing harmful behavior
- Apply the skill to back-home situations

FEBRUARY

Ordinary People

EXTRAORDINARY RESULTS

"...(leaders) conceive and articulate goals that lift people out of their petty preoccupations, carry them above conflicts that tear society apart and unite them in the pursuit of objectives worthy of their best efforts."

John Gardner

In this session you will learn:

- Empowering leaders have a driving passion to realize their vision
- Empowering leaders are egoless
- Empowering leaders build and sustain trust with their followers
- Empowering leaders unleash the commitment and motivation of their followers
- Empowering leaders are social and organizational architects
- Empowering leaders act from positive beliefs about people and situations

MARCH

Who Called This Meeting Anyway?

EFFECTIVE MEETINGS

"To some people, asking if they've been to a good meeting lately is like asking if they've had pleasant dental surgery."

Paul R. Timm, Ph D.

In this session you will learn:

- The characteristics of effective meetings
- How efficient and effective your meetings are
- Guidelines to improve the effectiveness of your meetings
- How to establish and run a meeting from an agenda
- A format for meeting minutes
- The three leadership roles required for successful meetings
- Discussion skills to improve the quality of team meetings

APRIL

Don't Beat Around the Bush

GIVING AND RECEIVING FEEDBACK

"Accurate feedback on your own past performance usually gives you enough positive reinforcement to make you want to keep playing, to keep improving, to beat your own past performance standards."

Charles A. Coonradt

In this session you will:

- Learn what feedback is
- Discover how open or closed you are to giving and receiving feedback
- Learn to give effective feedback to others
- Practice giving and receiving feedback to others
- Make a personal improvement plan to respond to team feedback

MAY

I See Dead People

CONQUERING KEY MOMENTS

"People 'die' all the time in their lives...If you were perceptive, you could see it in their eyes, the fire had gone out."

Annie Morrow Lindber

In this session you will learn:

- How you respond to challenging or upsetting events (key moments)
- To explore and understand the patterns in your responses to key moments
- A process for exploring the consequences of your behavior
- To choose positive behaviors and feelings during your key moments
- To identify and challenge the distortions in your interpretations
- A method for changing weakening beliefs to empowering beliefs

JUNE

Find the Joy and Meaning in Work

STRENGTHENING OUR RELATIONSHIPS

"If you give a man a fish, you feed him for a day. If you teach a man to fish, you feed him for a lifetime."

Japanese Proverb

In this session you will:

- Understand the characteristics and consequences of co-dependency
- Know the difference between responsibility for and responsibility to another
- Learn a credo for your relationships
- Understand what you do that weakens others when you intend to help
- Learn the valuing process as a skill to strengthen others
- Evaluate what you do to strengthen others in your relationships

COMPASS YEAR TWO JULY

Assuming There is Enough Time

PERSONAL PRODUCTIVITY

“Good results without good planning come from good luck, not good management.” David Jaquith

In this session you will learn:

- An understanding of personal productivity and the difference between time management and time leadership
- How you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and urgent and how to schedule time for the important
- How to improve our time leadership
- To better use your time to take advantage of all five leaderships roles

AUGUST

Who is to Blame?

GROUP DYNAMICS

“The problem for the group as a whole is that if a substantial number of people take the wait-and-see attitude, it is difficult to get any group action started.”

Edgar H. Schein

In this session you will:

- Learn what group dynamics is
- Experience and discuss group dynamics in action
- Learn about group process and shared leadership
- Determine what you can do personally to improve group process skills
- Rate your team’s group process
- Identify how your team will improve its group process



SEPTEMBER

The Good, The Bad and The Ugly

EMBRACING REALITY

“If I had my life to live over, I’d make more mistakes...I would have more actual troubles and fewer imaginary ones...In fact, I’d try not to have anything else, just moments, one after another, instead of living so many years ahead of my day. If I had it to live all over again. But you see, I don’t.”

A dying 82 year-old man

In this session you will:

- Understand the nature of reality
- Learn the importance of aligning your life to reality
- Accept some of the “difficult” realities of your life
- Explore and “let go” of resentments, complaints, and blame
- Learn to live in the “here and now”

OCTOBER

Forming, Storming, Norming and Performing

TEAM DEVELOPMENT

“True teamwork occurs only when a complementary set of strengths come together in a coordinated whole.”

Marcus Buckingham

In this session you will learn:

- The definition of a High Performance team and how it differs from traditional work groups
- The three elements of High Performance Teams
- Four types of teams
- The stages of team development

NOVEMBER

Why Problems Do Not Get Solved

TEAM PROBLEM SOLVING

“Major gains in quality and productivity most often result from teams – a group of people pooling their skills, talents and knowledge. With proper training, teams can often tackle the most complex and chronic problems and come up with effective, permanent solutions.”

Brian L. Joiner.

In this session you will learn:

- The challenges of group problem solving
- A working definition of problem solving
- A model for group problem solving and how to use it
- How to do creative brainstorming
- How to use case and effect diagrams to analyze problems
- How well your team is up for effective problem solving

DECEMBER

Beating the Competition Hands Down

EMPOWERING OTHERS FOR SUCCESS

Any manager who is not taking the most junior person in the company and listening to his/her innovative ideas is not being a good leader.”

General Colin Powell

In this session you will learn:

- The difference between commitment and compliance motivation
- How leadership changes to create commitment
- The four principles of empowerment
- The elements of empowerment
- A matrix for identifying what people need in order to be empowered
- A dialogue to transfer power to others
- A model of situational leadership