



KIS (Keepin it Simple) Consulting

Leadership Course Curriculums

COMMUNICATION

Communicating Effectively

This course will help you identify the communication challenges in your organization and learn how to improve them with effective communication techniques.

- Become more aware of filters and non-verbals operating in your communication exchanges.
- Understand the value of communicating concretely and choosing the best channel.
- Understand how active listening can improve your communication effectiveness and your relationships.
- Be able to identify the three states of active listening.

Conversational Capacity

Develop skills that help teams, departments, and projects work smarter, faster, and together under pressure.

- Understand and define Conversational Capacity.
- Understand minimizing and winning tendencies.
- Learn the awareness, mindset and skill set model.
- Learn what triggers pull you out of the "sweet spot".

HIRING AND RETAINING STAFF

Interviewing

In this session, you will be given the skills and techniques to successfully hire the right fit for your culture and business needs. Learn how to...

- Plan and conduct your interview.
- Understand which technical skills are needed for the role.
- Identify interpersonal competencies and what's important.
- Truly understand your culture fit to understand how candidates will succeed.

Retaining High Performers

Never lose a high performing employee again! In this session, we will:

- Create a working definition of high performers.
- Identify the characteristics and competencies of high performers.
- Identify the high performers within your organization.
- Learn some key behaviors and tactics to retain these individuals.
- Create a clear strategy to retain these individuals.

COACHING AND DEVELOPING STAFF

Coaching & Feedback

Structured as an active workshop – participants will learn the following skills and practice:

- Definition of a Coach and Coaching Model
- Trust
- Emotional Intelligence
- Conversational Capacity
- Three types of coaching conversations

Diversity and Inclusion

In this session, you will understand the definition of and the history behind diversity inclusion, as well as:

- The meaning of stereotypes and biases, how they develop, and the reasons for your own perspectives.
- The thoughts and ideas for removing barriers to encouraging diversity for yourself, in the workplace, and in the social community.
- Clarifying the ways to encourage diversity in the workplace, and prevent and discourage discrimination.

Generations In the Workplace

In this session, you will gain a clear understanding of the different generations in the workplace and how they can complement one another to succeed. In addition, you will:

- Understand the similarities and differences of each generation.
- Gain some knowledge and competence in managing the different generations based on their needs.
- Learn ways to attract and motivate each generation.

Leadership & Rock & Roll

This workshop is designed to help you become more in touch with your own perspectives on leadership. It begins with a self-assessment of how well you lead yourself, and then continues to help you integrate leadership skills into every area of your life.

- Create your personal mission.
- Make explicit your morale code.
- Identify quotes to live by.

Managing Change

In this session, you will learn:

- Case studies of transformation.
- The understanding, definition and description of change.
- Key Change Management Models.



KIS (Keepin it Simple) Consulting

Leadership Course Curriculums

MANAGING PERFORMANCE AND BEHAVIOR

Handling Tough People

In this session, you will learn tools & techniques for managing tough situations.

- Know what to do beyond coaching to handle and document performance problems.
- Understand your responsibility to confront problems directly and promptly.
- Know how to fire someone appropriately.
- Know the different ways to resolve conflict and what your natural tendency is.
- Feel that being assertive can help you achieve your outcomes without damaging other people.

Managing Conflict

Learn how to handle conflict by:

- Addressing common myths about conflict.
- Understanding and defining conflict resolution.
- Understanding your preferred method of dealing with conflict.
- Learning the basic tools to help manage conflict within your team and department.

SMART Goals

Learn the best practices for writing your team's and organization's goals, using SMART Goals. In this session, you will learn...

- Why, what and how to do a performance appraisal.
- What Core Values are with some examples.
- Where goals come from.
- How to write SMART Goals.
- How to create measures.
- How to prepare for the appraisal discussion.

Team Dynamics

Want to have a great Team Dynamic? This session will help you:

- Define a team.
- Gain a clear understanding of the characteristics of effective teams.
- Learn the members of teams and types of teams.
- Discover the pros and cons of teambuilding.
- Define what leadership can do to impact team effectiveness.

LEADERSHIP SKILLS

Delegating and Motivating

Learn how delegation and motivation can empower your employees and company by...

- Recognizing your own barriers to delegating.
- Determining what (and what not) to delegate.
- Creating a plan to delegate at least one task next week.
- Understanding some basic motivational concepts.
- Learning 8 ways leaders can motivate beyond money.

Managing People

This session will explore what is required of you to be a good manager. You will...

- Be able to name 3 basic managerial styles and identify which you lean toward, while preparing yourself to practice flexing your style as needed.
- Be able to create a vision of yourself as the manager you want to be.

Mission, Vision and Values

In this session, we will teach you how to create Mission, Vision and Values statements for your team or organization.

- Define your mission statement.
- Define your vision statement.
- Define your core values.

Running Effective Meetings

This time efficient course will have you loving meetings again! By the end, you will effectively understand and manage the three key aspects of all meetings:

- Pre-meeting
- During meeting
- Post meeting