Leadership Training Solutions

SINCLAIR ADVISORY GROUP

"Leadership is the capacity to translate vision into reality" – Warren Bennis

Sinclair Advisory Group has spent over fifteen years researching, developing, and refining a library of leadership training modules specifically focused on building the capacity of leaders and their ability to achieve organizational results. We have worked with leadership teams in organizations of all sizes to deliver custom leadership solutions incorporating best practices in planning, facilitation, team building, group coaching, and problem solving.   Some examples of available modules include:

Topic	Summary	Module Objectives	Leadership Themes	Hours
Resilient Leadership – Leading in Turbulent Times	Leaders in today's environment are subject to unprecedented levels pressure, scrutiny, and uncertainty. Adopting a resilient mindset can help leaders to reframe these challenges and sustain during turbulent times.	• Describe "organizational turbulence" • Identify characteristics of Resilient Leaders • Outline steps to build a Resilient Organization	• Developing Adaptability • Managing Yourself	1 - 2
Mindset – Learning How to Fulfill Your Potential	Your Mindset has a profound impact on how you respond to challenges and ability to reach your potential.	• Learn about the characteristics of Fixed & Growth Mindsets • Assess your personal Mindset • Understand the implications of each Mindset in yourself as well as in others	• Increasing Self-Awareness • Developing Adaptability	2 - 4
Emotional Intelligence -	Research shows that Emotional Intelligence is twice as important as technical skill or IQ as ingredients of excellent performance. However, many leaders are unaware of their own Emotional Quotient (EQ) and the impact of their emotions on others.	• Take a rapid assessment to identify EQ • Contrast IQ with EQ • Define and discuss Daniel Goleman's EI Components • Present strategies to improve EI	• Increasing Self-Awareness • Communicating Effectively • Building and Maintaining Relationships	2-4
Project Management 101	Project Management is a framework applying knowledge, skills, tools, and techniques to guide a project to successful completion. This is essential for any organization or leader who relies on projects to drive results.	• Learn Project Management language and principles as set forth in the Project Management Body of Knowledge	• Managing Effective Teams and Workgroups • Managing the Work	4 - 8

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Becoming an Effective Listener	Effective listening is essential for any leader who wants to build relationships and demonstrate trustworthy behavior	• Present three levels of listening • Assess your current level of listening • Practice strategies to enhance your listening capability	• Influencing Others • Communicating Effectively • Building and Maintaining Relationships	2
Strategic Thinking and Planning	Strategic Thinking is an essential discipline of leadership and is necessary to define and communication goals and priorities for the organization.	• Define strategic thinking; strategies to foster strategic thinking and avoid common barriers • Present best practices in strategic planning • Facilitate discussion and activities to fill gaps in current strategic planning	• Setting Vision and Strategy • Solving Problems and Making Decisions • Communicating Effectively	4 - 8
Becoming a Trustworthy Leader	Trust is a perception that is developed or lost based on the expression of a specific set of behaviors. How can you be intentional about being more trustworthy?	• Understand key behaviors that develop or hinder trust • Engage in exercises and discussion designed to build awareness of trust principles	• Increasing Self-Awareness • Building and Maintaining Relationships	2 - 4
Critical and Creative Thinking	Leaders must find ways to transcend traditional ideas in favor of new and meaningful approaches.	• Discuss the concept of Critical Thinking and highlight critical thinking skills • Present 20+ strategies to foster creative thinking • Brainstorm the application of these strategies in the current environment	• Taking Risks and Innovating	1 - 2
15 Steps to Exceptional Meetings	Data shows that most people consider their meetings to be failures; and the impact of unproductive meetings is considerable. Learn how to transform your meetings in 15 steps.	• Present 15 specific tactics that will improve the productivity and effectiveness of your meetings	• Communicating Effectively • Managing Effective Teams	2
The Power of Influence	Identify and understand your own influence style and preferences; learn to identify other styles and how to best	• Complete a brief assessment of influence style • Explore six common influence styles	• Communicating Effectively • Managing Politics and Influencing Others	2 - 4

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	maximize your interactions with each one.	• Discuss strategies for working with each style		
Doer, Thinker, Feeler, Intuitor	Similar to the "DiSC," DTFI represents a behavioral framework based on four common personality styles. Understanding your style and the style of others is essential to creating awareness and maximizing the potential in relationships.	• Complete a brief assessment • Chart out the various styles within the group • Present the characteristics of each style and how they interact with each other • Discuss examples of applying the styles in simulated leadership situations	• Increasing Capacity to learn • Increasing Self-Awareness • Building and Maintaining Relationships	2
Building Winning Teams	In the words of Andrew Carnegie, "Teamwork is the fuel that allows common people to attain uncommon results." Developing high performing teams cannot be left to chance; leadership must take intentional steps to foster the growth of winning teams.	• Define the guiding principles of high performing teams • Review frameworks for assessing team • Review the "Five Dysfunctions" of teams • Present tools and methods to develop winning teams and a high performing team culture	• Managing Effective Teams and Work Groups	4 - 8
How Adults Learn	The "Conscious – Competence" learning model shows the journey through which adults learn. Understanding this process helps leaders build perspective on their own learning and to be more in tune with the learning experience of others.	• Present the Conscious-Competence model • Reflect on your own learning experiences and assess stages of learning in yourself and others	• Increasing Capacity to Learn • Increasing Self-Awareness	1
Crucial Conversations	When faced with difficult conversations, leaders often choose to avoid them or handle them poorly. Crucial Conversations is a framework for building the capacity to master these discussions.	• Identify the characteristics of crucial conversations • Present the eight steps to master crucial conversations • Practice the application of these skills in partner/group setting	• Managing Yourself • Communicating Effectively	4 - 8

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Effective Feedback Made Simple	Feedback is the basis for learning and development, yet it is often avoided or left only to formal performance reviews. Creating a culture of ongoing feedback is essential for an agile organization.	• Define effective feedback • Identify common feedback mistakes • Outline specific practices for delivering effective feedback	• Communicating Effectively • Developing Others	2
Coaching as a Leadership Style	Coaching is recognized as an effective style and a fit for modern organizations. It fosters learning, and it is linked to improved morale. However, it is rarely used because many leaders lack the skills to apply effectively apply it.	• Define the coaching style and contrast it to other styles • Outline a specific approach to applying a coaching style • Present specific coaching skills in listening, questioning, and designing action	• Communicating Effectively • Developing Others • Enhancing Leadership Capability	4
Decision Making	Leaders can become overwhelmed when making complex decisions. Understanding structured approaches to decision making can help leaders to follow a process and improve quality and confidence.	• Present various styles of decision makers • Outline commonly decision making frameworks	• Solving Problems and Making Decisions	2
Negotiation & Conflict Management	Negotiation and conflict management are essential skills for an effective leader. Understanding how to prepare, learning useful tactics, and focusing on outcomes will increase the chance of reaching successful results.	• Learn how to prepare for negotiations • Present typical tactics and common conflict styles • Apply the skills in a serious of exercises and simulated leadership scenarios	• Solving Problems and Making Decisions • Managing Politics and Influencing Others	4
Problem Solving – "The Five Whys"	In the absence of a disciplined problem solving approach, leaders can misdiagnose the underlying causes of organizational issues. The Five Whys is a simple root-cause analysis process based on Toyota's "kaizen" philosophy.	• Review the concept of Root-Cause analysis • Present the Five Whys approach • Practice writing problem statements and applying Five Whys to various scenarios	• Solving Problems and Making Decisions	1-2
Leading and Managing Change	Efforts to lead change fail too often and are typically derailed by employee	• Identify key roles in change management	• Managing Change	2 – 4

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	resistance and communication breakdowns. Understanding how to lead change improve a leader's change of success.	• Discuss a common change acceptance "curve" • Define specific best practices for effectively leading change	• Communicating Effectively	
20 Traits of Emerging Leaders	For emerging leaders to learn, grow, and improve, they must evaluate themselves as they are today against an objective set of widely-recognized leadership traits and behaviors. This session highlights the strengths and gaps for emerging leaders need to pursue to foster continued development.	• Review 20 Behaviors and Traits of Leaders ranging from Accountability to Emotional Regulation to Trustworthiness • Assess each Behavior/Trait through the lens of "Immature, Selfish, and Authentic" perspectives • Conduct a self-assessment against the 20 Traits	• Increasing Capacity to learn • Increasing Self-Awareness • Enhancing Leadership Capability	2 - 4