Leadership Academy 2019

EverythingHR

Is the Leadership Academy Right For You (or your leaders)?

1) Do you understand your **leadership strengths** & development opportunities?
2) Are you familiar with California **supervisory laws** & practices?
3) Are you using the most effective skills to **communicate** successfully?
4) Do you use **collaborative** language in your everyday conversations?
5) Are your performance discussions engaging and **goal-oriented**?
6) Are you telling rather than having someone **own** the results?
7) Are you holding employees **accountable** for their actions?
8) Is your team **performing** at the level the organization needs?
9) Do you fear that some of your **best** talent may leave?
10) Are you able to **master** leadership excellence and apply it to your everyday?

This program has been designed for **frontline, informal, and mid-level leaders** through a proven methodology, which provides the greatest impact and ROI with minimal time off the job. As a public program, individuals receive training just **one full day (2 modules) every other week**.

Registration Includes: Lunch, materials, job aids, planners, resources, online tools, certificate of full program completion, and highly interactive facilitation (9:00a-4:30pm).

EverythingHR Client

$0 **Eligible for and Using EHR State Funding***
$1395 For Profit Employers
$1000 Not-for-Profit Organizations**

Non-Client

$295 Eligible for and Using EHR State Funding*
$1675 For Profit Employers
$1250 Not-for-Profits Organizations**

Register 3 Trainees; Get 1 Free.
Host a Program; Get 1 Free Full Registration.

www.EverythingHR.com
833.447.9111
Training@EverythingHR.com

Due to popularity, we are only taking registrations for the full program. We encourage you to sign up early. All 2018 programs reached capacity.

ONSITE DELIVERY AVAILABLE

State Funded Training Registration?
CLICK HERE
or Contact Training@EverythingHR.com

	Morning (9:00-12:30)	Afternoon (1:00-4:30)
Session 1:	Leading Others	California Supervisory Laws
Session 2:	Communicating for Leadership Success	Collaborating / Dealing with Conflict
Session 3:	Coaching for Peak Performance	Setting Goals & Reviewing Results
Session 4:	Engaging & Retaining Talent	Driving Change
Session 5:	Maximizing Team Performance	Mastering Leadership Excellence

Area and Location		Session 1 Lead Others Supervisory Law	Session 2 Communicate Deal with Conflict	Session 3 Coach Set Goals / Results	Session 4 Engage Talent Drive Change	Session 5 Maximize Teams Leader Excellence
Los Angeles County	**El Segundo**	January 11	January 25	February 8	February 22	March 8
	Woodland Hills	February 7	February 21	March 7	March 21	April 4
	El Segundo	March 4	March 18	April 1	April 15	April 29
	Woodland Hills	June 10	June 24	July 8	July 22	August 5
	El Segundo	September 6	September 20	October 4	October 18	November 1
Inland Empire	**Ontario**	March 12	March 26	April 9	April 23	May 7
	Riverside	June 4	June 18	July 2	July 16	July 30
	Ontario	September 10	September 24	October 8	October 22	November 5
Orange County	**Costa Mesa**	March 1	March 15	March 29	April 12	April 26
	La Palma	April 5	April 19	May 3	May 17	May 31
	Costa Mesa	June 14	June 28	July 12	July 26	August 9
	La Palma	July 19	August 2	August 16	August 30	September 13
	Costa Mesa	September 13	September 27	October 11	October 25	November 8
Northern California	**Oakland**	March 14	March 28	April 11	April 25	May 9
	Oakland	July 16	July 30	August 13	August 27	September 10
San Diego County	**Carlsbad**	March 14	March 28	April 11	April 25	May 9
	Carlsbad	May 2	May 16	May 30	June 13	June 27
	Del Mar	September 12	September 26	October 10	October 24	November 7

*State-Subsidized Registration Information: (1)** Apply at www.EverythingHR.com/StateEligibility.html, **(2)** Register anyone who earns $18.56 (SoCal) $19.31 (NorCal) to $75.00 per hour (some exceptions allowed: See State Funded Public Event Registration Form) & who are/will remain employed full-time during/90-days after training, and **(3)** Request a registration form by emailing Training@EverythingHR.com, **(4)** Pay $200 for any missed day (make-up sessions / transferring to another location are _not_ permitted) / maximum of $1,000 if individual does not meet wage, training, or employment requirements. Registration available for the full program only and limited to a maximum of 6 trainees from 1 company per location listed above.
****Non-Profit Organizations:** The enrolled registrant(s) must have an email address ending in .org, .edu. or .gov (other exceptions considered upon request). Full program only.

EverythingHR's **competency-based Leadership Academy** provides transformative development experiences for every supervisory level within your organization in just **5 sessions**. Each facilitated session is HIGHLY INTERACTIVE, engaging the learner with relevant content that is connected to the challenges faced on the job. Coursework includes content, tools, and practical resources, that will provide immediate on-the-job application and return on investment (ROI) for the individual and organization.

The program has been designed for minimal time away from the job and provides a total of 10 courses geared to impact business performance at the frontline to mid-levels and for any leader who wants to improve interpersonal skills.

The program and courses are available as an open-enrollment (public) event at one of our locations in California. A custom coursework line-up can be created to meet your specific objectives and delivered at your facility nationwide. State funding may be available through EverythingHR to off-set the cost of this program in California or elsewhere. **Below is the public event / open enrollment offering.** Visit EverythingHR.com for a complete list of courses.

SESSION 1

Leading Others

Leaders should inspire, motivate and empower those around them. The best leaders have a "Leadership Mindset" and possess awareness and skills to manage and perpetuate an environment where people are encouraged to take initiative and assume greater responsibilities. This course helps leaders get aligned with the values of great leaders and to get started with the behaviors that reflect those values.

Supervisory Law

All it takes is to say something wrong, ask the wrong question, fail to say something or take action to put the company and even the leader at risk. As an "agent" of the company, it is in everyone's best interest to ensure that supervisors be aware of the laws that impact their jobs and their teams. This workshop teaches those in supervisory positions the TOP TEN practices of California and federal employment law. Participants learn from case studies, scenarios, as well as through real life examples of how to stay out of legal trouble. (A non-California version is available for out of state employers.)

SESSION 2

Communicating for Leadership Success

This foundation course introduces leaders to the essential interaction skills that are critical to leadership success. These Interaction Essentials are the core behaviors that leaders need to be effective in situations they handle on a daily basis, such as coaching, delegating, and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to spark action in others to achieve business results. They will also learn how to provide feedback that recognizes and motivates individuals and teams as well as developmental feedback to help others get back on track. This foundation course is a prerequisite for many of the courses in the Interaction Management® Exceptional Leaders series. *This course is a prerequisite for many courses.*

Collaborating & Dealing with Conflict

Today's business environment challenges individuals to increase productivity, improve quality, shorten cycle time, reduce costs, and improve customer satisfaction. These imperatives require everyone to communicate more effectively, collaborate with each other and deal with conflicts that may arise. Using the right words, body language, and listening skills are critical skills required by everyone within an organization. This course teaches the practical tools that every individual within an organization can use on a daily basis to communicate more effectively and respectfully, build connection & trust, encourage collaboration, to deal with conflict. Includes a communication styles assessment. (In some locations, "Resolving Workplace Conflict" may be substituted.)

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Coaching for Peak Performance

This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, learners can have more effective and efficient interactions. Since both proactive and reactive coaching discussions can be challenging, participants practice their new skills by using their own situations making the course especially relevant to them.

Setting Goals and Reviewing Results

People are more engaged and strive for better results when they feel ownership of their working both the process and the outcomes. Often, leaders fail to engage and reinforce this sense of ownership in performance management discussions. This course will show the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds ownership with the employee and frees up time for leaders to focus on coaching and developing throughout the performance cycle. Leaders will experience how to use effective (SMART) goals to help their employees track progress and fairly evaluate outcomes. A well-written performance plan is also a powerful tool for leaders to use when determining where to focus their development and coaching discussions with their employees.

Engaging & Retaining Talent

This course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversations" and "retention conversations." They explore ways to offer recognition and create an engaging environment using no-cost "everyday engagers."

Driving Change

This course helps leaders implement change in the workplace so they can avoid the problems that plague 70% of failed change initiatives. Driving Change provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three Change Accelerators to turn resistance into commitment and inspire team members to take ownership of change.

Maximizing Team Performance

Managers can misdiagnose the root causes of team, department or line conflict or less-than-optimal performance when they consider only the capabilities or character of individual team members. Often there are more systemic conditions that undermine a team's cohesiveness, collaboration, or ability to achieve results. This course focuses on how leaders can work with their teams, lines or departments to build the infrastructure that enables maximum performance. Leaders gain experience in diagnosing and apply the five Team Success Factors -- Results, Commitment, Communication, Process, and Trust.

Mastering Leadership Excellence

The best leaders accomplish goals with and through others. This course helps individuals master the skills they have learned in the Leadership Academy, particularly in how they communicate, provide feedback, coach others, monitor performance, engage staff, deal with change, and manage team performance.

Create Your Own Program!
**Contact EverythingHR to have this program customized and delivered
to just your organization.**

Need advanced coursework for leaders of leaders?
Senior Leadership Academy Coursework Available

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Leadership Academy 2019 Registration

This registration confirms that the company named below will register the following individual(s) to attend EverythingHR's upcoming LEADERSHIP ACADEMY COURSEWORK. By signing this registration form, you agree to the registration and cancellation terms at www.EverythingHR.com and to pay the appropriate registration fee per registrant as of the date this registration form is received by EverythingHR. **REGISTER THREE, GET ONE FREE** (valid until 12/31/19).

- If utilizing EverythingHR's state-funded training, we will contact you directly to get you approved and provide an additional form to complete. Should EverythingHR be unable to get your company approved, any registration fees processed will be returned.
- To qualify for **non-profit rates**, registrant email addresses, must end with .org, .edu, or .gov (other exceptions may be permitted by calling 213.765.3941).

Due to popularity as programs fill up, preference is given for full program registrations. We encourage you to sign up early.

Fee Type (listed amount is per attendee)	EverythingHR Client		Non-Client	
	Register 1	Register 3 or More	**Register 1**	Register 3 or More
Full Program (for profit)	$1395	$1046	$1675	$1256
Full Program (not for profit)	$1000	$750	$1250	$938
State-Funded (full program only)*	$0	$0	$295	$221
Session 1 Only or Session 2 Only	$495	$400	$595	$495

* For state-funded registrations, request the forms from Training@EverythingHR.com

Type Registrant Name(s)	Type Email Address(es)	Location	Start Date / Date(s)	Fee $
			Total:	

Print Company Name and EHR Member ID # (if applicable)	Contact Phone Number
Print Contact Person & Title	Authorized Company Signature

Check	Mail to: EHR Training, 400 Continental Blvd., #300, El Segundo, CA 90245	
Credit Card	Card Type & #	
	Name on Card	
	Signature	
	Expiration Date	
	Authorization Code	
Invoice me	(EHR Clients Only)	EHR will confirm registration(s) and send an e-invoice. **EHR cancellation policies apply and amount is due regardless of actual attendance**. **Payment is due within 15 days of invoice receipt**. If delinquent, membership may be suspended until payment is received.

Return via scan/email to Training@EverythingHR.com. By signing this registration form, you agree to the registration and cancellation terms at www.EverythingHR.com