



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).

Morning (9:00am-12:30)

- Session 1:** Leading Others
- Session 2:** Communicating for Leadership Success
- Session 3:** Coaching for Peak Performance
- Session 4:** Engaging & Retaining Talent
- Session 5:** Maximizing Team Performance

Afternoon (1:00-4:30pm)

- California Supervisory Laws
- Collaborating / Dealing with Conflict
- Setting Goals & Reviewing Results
- Driving Change
- Mastering Leadership Excellence

Full Program Registration (5 Sessions)

Employers Group / EverythingHR Member

\$200 Eligible for and Using State Subsidies*

\$1500 For Profit Employers

\$1300 Not-for-Profit Organizations**

Non-Member

\$500 Eligible for and Using State Subsidies*

\$1800 For Profit Employers

\$1500 Not-for-Profits Organizations**

Register 3 Paid Trainees; Get 1 Free.

Host a Program? Get 1 Free Full Registration.

www.everythinghr.com

833.447.9111

training@everythinghr.com

State Funded Training Registration?

Contact training@everythinghr.com or use the last two pages in this packet.

2020 Dates

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

El Segundo	January 24	February 7	February 21	March 6	March 20
Carlsbad	March 12	March 26	April 9	April 23	May 7
Oakland	March 12	March 26	April 9	April 23	May 7
Costa Mesa	March 13	March 27	April 10	April 24	May 8
Woodland Hills Area	March 23	April 6	April 20	May 4	May 18
Ontario	April 30	May 14	May 28	June 11	June 25
Carlsbad	July 9	July 23	August 6	August 20	September 3
Sacramento	July 9	July 23	August 6	August 20	September 3
Costa Mesa	July 10	July 24	August 7	August 21	September 4
El Segundo	July 31	August 14	August 28	September 11	September 25
Ontario	September 17	October 1	October 15	October 29	November 12
Costa Mesa	September 18	October 2	October 16	October 30	November 13
Woodland Hills Area	September 21	October 5	October 19	November 2	November 16

***State-Subsidized Registration Information:** (1) Apply at www.everythinghr.com/StateEligibility.html, (2) Register anyone who earns \$18.56 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. A \$200 per trainee registration fee is required for members of Employers Group / EverythingHR. The non-member registration fee is \$500 since membership dues offset the cost of delivering this program. If you are not a member and become a Platinum EverythingHR member, the registration fee will be waived for the first 12 months of membership.

Once state subsidized registration fee of \$200 or \$500 is processed, there are NO refunds. We will accept substitutions up until the program begins.

****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 (2 courses per session) geared to impact business performance at the frontline to mid-levels and for any leader who wants to improve interpersonal skills.

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. Delivered the morning of Session 1.

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.) Delivered the afternoon of 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.* Delivered the morning of Session 2.

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.) Delivered the afternoon of Session 2.

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. Delivered the morning of Session 3.

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. Delivered the afternoon of Session 3.

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." Delivered the morning of Session 4.

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. Delivered the afternoon of Session 4.

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. Delivered the morning of Session 5.

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. Delivered the afternoon of Session 5.

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



EverythingHR

Leadership Academy 2020 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 12/31/20)

- If utilizing EverythingHR's state-funded training, we will contact you directly to get you approved and provide an additional form to complete. Should Employers Group 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.

Fee Type (listed amount is per attendee)	Members	Non-Members
Full Program (for profit)	\$1500	\$1800
Full Program (not for profit)	\$1300	\$1500
State-Funded (full program only)	\$200*	\$500*
Session 1 Only <u>or</u> Session 2 Only	\$500	\$600
Session 1 <u>and</u> 2 Only	\$1000	\$1200

***Use this form to pay the registration fee.**

***State-Subsidized registrations must ALSO complete the "Supplemental Registration Form"**

Register Three Paid, Get One Free.

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

Print Company Name & EG/EverythingHR 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	(EG/EverythingHR Members Only)	EHR will confirm registration(s) and send an e-invoice. Payment is due within 15 days of invoice receipt. EHR cancellation policies apply and amount is due regardless of actual attendance. 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

State-Subsidized Registrations Only
Supplemental Registration Form



Complete one supplemental registration form for each STATE-SUBSIDIZED registrant (as listed on the registration form). Since this is a state-funded program, which is based on performance (training, employment and wage), the state will verify employment and wage via EDD records. As such SSN, wage information, and all other information listed below are required. If required information is not provided, this registration cannot be processed.

Leadership Academy Location		Academy Start Date	
Employer Name			
Registrant SSN (999-99-9999)			
LAST Name			
FIRST Name		Middle Initial	
Ethnicity Numeric Code Asian (5) Native American (4) Black (2) Pacific Islander (6) Filipino (7) White (1) Hispanic (3) Other (8)		Education Numeric Code Eighth Grade or Less (1) Some High School (7) High School Graduate (2) GED (3) Some College (4) College Graduate (5) Post-College Graduate (6)	
Gender M, F, or N (non-binary)		Veteran Y, N, or U (unknown)	
Disabled Y, N, or U (unknown)		Trainee Home Zip Code (5 digits)	
Birth Numeric Code Less than 25 (1) 45 to 54 (4) 25 to 34 (2) 55 to 64 (5) 35 to 44 (3) 65 or more (6)		Hire Date	
		Hourly Wage (yearly salary divide by 2080 work hours)	

The trainee listed above must:

- Be employed full-time (35+ hours per week) during training and 90-days after training.
- Complete all five (5) days of the Leadership Academy (listed above) in which they are registered (no make-ups or transfers permitted). Missed sessions will be invoiced at \$200 per trainee per missed session.
- Earn an hourly wage of **at least** \$18.56 for Los Angeles, \$18.14 for Orange, \$19.31 for Bay Area counties, \$17.70 for San Diego, Sacramento, and all other CA counties. **The maximum wage is \$75.** Up to \$2.50 of employer-paid health benefits may be included to meet the hourly wage requirement. VP-level and above positions are not eligible for state funding.

Terms of Agreement: The State will pay EverythingHR the full program fee of \$1,000 if a registrant attends all training & meets the wage and employment criteria; otherwise, \$200 per session will be due from company (Employer). After this registration is processed and up to one week before program begins, a registration may be cancelled; however, the registration fee paid will be forfeited. Cancellations made within one week or no shows, will be invoiced at \$1,000. Substitutions are permitted but may only be processed before the program begins. All invoices must be paid within 30 days. Make-ups and transfers are not available under the terms of this registration. If the company hosts a program cohort, an allowance of \$200 per trainee is provided allowing each trainee to miss one session without penalty.

This Agreement, Registration and Registration Fees are Authorized on behalf of Employer by:

Signature	
Name* & Title	
Email	
Phone	

* you will be copied on the confirmation email that will be sent to attendees.