

# CAREER BUILDER SKILLS

INVESTING TO UNLEASH THE ENORMOUS CAPABILITY OF CURRENT AND ASPIRING LEADERS

*"Leadership is the art of getting someone else to do something you want done because he wants to do it."*

Dwight D. Eisenhower

**FLEXIBILITY** – The workshops are modularized so a delivery schedule can be set to minimize work disruptions and allow topics to be prioritized based on needs.

**COMPETANCY BASED** – Participants come out of each workshop with skills and competencies that they can immediately use to improve their job performance.

**SPACED LEARNING** – The workshops can be spaced over time to allow the participants to practice and master the material between sessions.

**HIGH QUALITY MATERIALS** – The participant workbooks are the best on the market today to ensure ease of use, reuse, and maximum impact.

**CUSTOMER FOCUSED TRAINING** – Tailored training to meet individual client needs and help make critical implementation decisions for lasting results.

Alidade MER, Inc. is a professional services firm providing high quality content, methods and training materials to public and private organizations

The best companies invest in their people. They realize that their employees are more than a cost on a ledger sheet but are intelligent human beings who can think and learn and continually improve their ability to contribute to the organization. A recurring theme you will discover in researching the topic is that the best companies within any industry are those that invest in their employees by providing them with training to become a knowledgeable and committed workforce. Training is not something that is nice to do. It is an absolute imperative that pays for itself many times over in improved performance and business results.

This Career Builder series was designed for organizations that recognize the enormous capability of their employees and are willing to invest in their development. The combination of subject matter in this series was carefully selected to represent the most important topics in employee development. It is based on 20+ years of research into those skill sets that have the most impact upon the performance of employees and therefore upon the future of their organizations.

As you attend and participate in the Career Builder series you will develop knowledge and skills that will significantly increase your personal effectiveness and ability to successfully interact and lead others. As you can see from the list of workshop titles, you will develop habits that will make you a more capable person as well as a more valuable employee.

## Career Builder Workshops:

- Building Trust: The Game of Collaboration
- Creating Teams: A Blueprint for High Performance
- Face to Face: Communication for Today's Professional
- Effective Meetings: The Power to Get Things Done
- Emotional Excellence: Handling Life's Challenges
- Taking Responsibility: How to be Proactive not Reactive
- Conflict Resolution: The Road to Win-Win
- Empowering Employees: A Guide for Success
- Setting Performance Expectations: A Guide to Managing People
- Team Decisions: Making Things Happen
- Winning Relationships: Strengthening Self and Others

Each workshop lasts between three and four hours and consists of a mixture of lecture and more importantly, high energy and interactive exercises to help you internalize the principles and apply the lessons to your home experience. The delivery of these services can be aligned to the needs and resources of your organization. It can be delivered as an intensive week long training experience or one workshop at a time with an opportunity to practice the concepts before moving on to the next workshop.

**Contact Tom Moriarty, PE, CMRP for more information:**

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### Module 1: Building Trust

- The consequences of win-lose and win-win strategies
- How to achieve win-win
- How to improve trust
- Identify the biggest organizational trust issues
- Set personal goals for improving trust

### Module 2: Creating Teams

- Definition of a High Performance Team and how they differ from traditional teams
- The three elements of High Performance
- Four types of teams
- The stages of team development
- Creating an image and a name for your team

### Module 3: Face to Face

- How peoples perceptions and viewpoints differ
- The basics of face-to-face communication
- The difference between one-way and two-way communication
- Understanding the skill of listening
- Improve active listening skills

### Module 4: Effective Meetings

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

### Module 5: Emotional Excellence

- Responding to challenging or upsetting events (key moments)
- Understand the patterns in your responses to key moments
- Explore the consequences of your behavior
- Choose positive behaviors and feelings during your key moments
- Identify and challenge the distortions in our interpretations
- A method to change weakening beliefs to empowering beliefs

### Module 6: Taking Responsibility

- The meaning and nature of personal responsibility
- Understand how you avoid taking responsibility for yourself
- Your willingness to accept personal responsibility
- See the choices available in your life
- Claim "ownership" for the results of your life
- Understand the power and freedom that comes from accepting responsibility

### Module 7: Conflict Resolution

- Learn a definition of unhealthy conflict and how to keep from crossing over into it
- Learn about five different conflict management styles
- Use a model to help you choose how to respond to potential conflict situations
- Assess which conflict styles you most often use
- Practice a three step model for resolving conflicts
- Decide how you want to modify your conflict style and how you will better handle your current conflicts

### Module 8: Empowering Employees

- The difference between commitment and compliance
- How leadership changes 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
- Model of situational leadership

### Module 9: Setting Performance Expectations

- Learn to confront behavior that fails to meet your expectations
- Understand the importance of discipline and conformity in building trust
- Develop a set of non-negotiables for those whom you lead
- Practice the skill of harnessing harmful behavior

### Module 10: Time Management

- Understand how you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and the urgent and how to schedule time for the important
- Set professional goals to guide your use of time
- A systematic approach to managing daily events

### Module 11: Team Decisions

- Discuss barriers to group decision making
- Learn about methods of group decision making
- Practice consensus decision making
- Practice using a group decision making model
- Review current decision making patterns, and who is responsible for current team decisions
- Shifting to ideal team decision making responsibilities

### Module 12: Winning Relationships

- Understand the characteristics and consequences of co-dependency
- Know the difference between responsibility for/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
- Understand how contracting can be used to strengthen yourself and others