**VisionBound Leadership Institute
Courses and Workshops 2020-2021**

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| We are planning to initiate a leadership and personal effectiveness academy for our team. Below is a list of topics that we can custom blend into our program. Please rank each topic from zero (no need to five (high need) and we will use everyone’s responses to create our program based on your needs, interests and priorities. Most of these topics are presented in two-hour blocks. |

 **Leading Self**

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| **The skills needed by all people to be successful**. These refer to the personal skills needed to lead effective, meaningful lives and be role models to others.  |
| **Need 0-5** |  **Title** |
|  | Managing Stress in Yourself and Others  |
|  | Managing Time  |
|  | Personal Goal Setting  |
|  | How to Be a Star at Work |
|  | Effective Listening |
|  | Oral Communication  |
|  | Creative Thinking and Problem Solving |
|  | Creating Your Personal Mission Statement: Discovering Your Legacy |
|  | Working in a Team |
|  | Building Personal Trustworthiness |
|  | Leading a Balanced Life  |
|  | Flourishing in Change |
|  | Developing Decision-making |
|  | Improving Personal Performance and Efficiency |
|  | *The Strength-Based Performer* 360-degree feedback peer reports in a half day seminar to create individual action plans |

**Leading Others**

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| **The skills needed for one-on-one influence and leadership**. These are the skills needed to influence others and many are pertinent to all employees, not just those in management positions. They are also crucial skills to prepare “next-generation” leaders for promotion. |
| **Need 0-5** | **Title** |
|  | The Power of Leadership  |
|  | Building Trust with Others |
|  | Effective Communication |
|  | Interviewing and Hiring Top Talent |
|  | Delegating  |
|  | Onboarding: the Power of the First Ten Days |
|  | Motivating and Empowering Others  |
|  | Dealing with Difficult People  |
|  | Resolving Interpersonal Conflict  |
|  | Managing Individual Performance  |
|  | Coaching and Counseling  |
|  | Mentoring  |
|  | *Crucial Conversations*™ Mastery Course (Two Day) or breakout overview |
|  | *Crucial Accountability*™ Mastery Course (Two Day) or breakout overview |
|  | *The Strength Based Leader*™ w/ 360 feedback reports (One Day)  |
|  | *The 7 Habits of Highly Effective People*™ (three day FranklinCovey program)  |
|  | *Leading at the Speed of Trust*™ (two day FranklinCovey program) |

**Leading Teams**

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| **The skills needed to lead and work with teams of 3 or more.** Ideal for all administrators and also faculty who work in collaborative teams. |
| **Need 0-5** | **Title** |
|  | Building Teams  |
|  | Your North Star |
|  | Creating Team Mission/Vision |
|  | Leading Meetings  |
|  | Goal Setting and Action Planning (Team) |
|  | Creating a Culture of Accountability  |
|  | Resolving Team Conflict  |
|  | Execution: Turning Strategy into Goals (Team level) |
|  | Project Management |
|  | Creative Problem Solving (Team)  |
|  | Leading Change in your Team  |
|  | Cross-gender Communication: men and women working in teams |
|  | Leading Across Generations: motivating the four generations |
|  | Giving Effective Feedback |
|  | 8 PowerSkills of Effective Presenters |

**Leading Organizations**

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| **The skills needed for higher level organizational leadership**. Most are around a half day in length or are noted otherwise |
| **Need 0-5** | **Title** |
|  | Creating Organizational Vision/Mission Statements |
|  | Strategic Thinking Strategy into Execution: Bringing Strategy into Action |
|  | Creating Learning Organizations |
|  | Leading Organizational Change  |

**Serving All**

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| The end purpose of all organizations is to provide service in some form, and a main purpose of leadership is to make that happen better. These customer service and sales/marketing modules build these skills  |
| **Need 0-5** | **Title** |
|  | Customers Only Want Two Things: Winning Customer Loyalty  |
|  | Serving Difficult Customers  |
|  | Building and Leading a Service Team  |
|  | Serving by Phone  |
|  | SuperSelling: The Art and Techniques of Great Selling |
|  | Marketing: Selling the Invisible and Other Strategies |