

ACCELERATE RESULTS, WITHOUT LEAVING YOUR OFFICE! FOUNDATIONS OF LEADERSHIP

is the premiere system for helping managers get more done with less, improve the engagement and motivation of their people, handle increased task loads more effectively with less stress, and get better results. Now this system is available through our

VIRTUAL CONFERENCE CENTER

- **NO TRAVEL:** You can participate fully from your office or home. Any quiet location and webcam enabled computer will do, making participation hassle free! No special equipment or software required.
- **SHORT SESSIONS:** 2 1/2 to 3 hour sessions provide condensed, well-paced, live interaction yet allow you to get back to work quickly.
- **COMPREHENSIVE MATERIAL:** You'll receive all the materials available in our world class onsite sessions including:
 - ◆ A full ADEPT Leadership 360 feedback report
 - ◆ Multiple leadership assessments
 - ◆ Personality profiles on various topics
 - ◆ A note taking portfolio
 - ◆ Audio recordings of the material
 - ◆ An orientation welcome kit.
- **SMALL GROUP DISCUSSION:** Integrated audio and web cam video allows for dynamic group discussion and workshop time live in our Virtual Conference Center. Groups are limited to 10 participants to insure effective participation and opportunities for dialogue and feedback.
- **PERSONALIZED FACILITATION:** Customized discussion plans and individual support helps you focus on the concepts and processes that are most beneficial to you.
- **ACTION ASSIGNMENTS:** Practical action assignments are completed and posted on our exclusive ADEPT Performance Portal so they can be reviewed and evaluated by the facilitator and individual feedback can be provided.

[Click here for the Foundations of Leadership registration page.](#)

FOUNDATIONS OF LEADERSHIP PROGRAM SUMMARY*

BECOMING ADEPT

- ◆ Reviewing the attributes of effective leaders
- ◆ Understanding timeless success principles
- ◆ Managing personal transformation
- ◆ Charting your individual course

GETTING FOCUSED

- ◆ Reviewing how your time is used
- ◆ Understanding the power of focus
- ◆ Defining your focus areas
- ◆ Employing a management system

ACHIEVING OBJECTIVES

- ◆ Handling Interruptions
- ◆ Managing Communications and Information
- ◆ Organizing your workspace
- ◆ Syncing your priority management system

COMMUNICATING FOR RESULTS

- ◆ Reviewing the trap of assumptions
- ◆ Understanding the impact of your communication style
- ◆ Insuring you are understood
- ◆ Understanding and applying a listening model

STRENGTHENING YOUR LEADERSHIP ROLE

- ◆ Understanding team leadership
- ◆ Viewing your team from the balcony
- ◆ Evaluating your current roles
- ◆ Setting goals for leadership roles

LEVERAGING THE POWER OF FEEDBACK

- ◆ Understanding the significance of feedback
- ◆ Eliminating your feedback gaps
- ◆ Realizing the characteristics of effective feedback
- ◆ Practicing effective feedback

IMPROVING TEAM PRODUCTIVITY

- ◆ Transforming compliance to commitment
- ◆ Understanding your team building attitude
- ◆ Developing the steps to empowerment
- ◆ Applying Situational Leadership

STRATEGICALLY SOLVING PROBLEMS

- ◆ Using a problem solving matrix
- ◆ Getting to the root cause
- ◆ Tackling the problem strategically and practically
- ◆ Solving problems on the fly

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VIRTUAL CONFERENCE CENTER, LIVE ON-LINE FREQUENTLY ASKED QUESTIONS

HOW DOES THIS PROCESS WORK? You'll participate via web cam from your computer and telephone in a live group format. You'll have a workbook that will be your guide for each session, to take notes and provide the content and assignments.

ASSIGNMENTS? The assignments are given so you can apply the ideas in the two weeks between the sessions. They are practical, designed to help you work "on" your business so you can be more effective working "in" it.

I'M ALREADY BUSY, HOW MUCH WORK IS THERE? Like anything else, you'll get out of it what you put into it. Typically, most people spend about 3 hours per week. Our clients tell us after 3-4 sessions they've already saved that amount of time in increased efficiencies by applying the ideas and working "on" their business.

WHAT RESOURCES DO YOU PROVIDE? You'll receive a workbook, audio recordings of the lesson material, personality style reports, access to a personal online files server to track your work, and a notebook for capturing thoughts and tasks during the day. You'll have email access to your facilitator between the sessions to answer any questions that may come up.

WHO ELSE IS IN THE GROUP, AND HOW MANY WILL THERE BE? The specific make-up of each public group is different but there will be people from different companies in different industries. Your group will be limited to 10 people, to maximize interaction and personal attention for you.

HOW OFTEN DO WE MEET? The sessions are held bi-weekly.

HOW LONG IS THE PROCESS? You will meet for a total of 8 sessions.

WHAT HAPPENS IF I MISS A SESSION? Please notify the facilitator ahead of time when possible and make arrangements to obtain any additional instructions you missed. The assignments between the sessions will help you stay on course. To qualify for graduation, no more than two absences are permitted.

I DON'T HAVE A WEB CONFERENCE SYSTEM, IS THAT OKAY? We use a simple software program for creating the Virtual Conference Room so all web cams can be seen during the session. As long as you have a working web cam, you should have no problem participating.

WILL YOU TELL ME WHAT I NEED TO DO TO IMPROVE? Our system will guide you to uncover the areas that are personally most important for you to address to improve performance. Then we'll guide you along the way to apply the appropriate parts of the system to improve in those areas.

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