

2021-22 ILS Virtual Leadership Institute

Zoom Meeting



Motivation

- Direct our own lives
- Learn and create new things
- To do better by ourselves & our world.
- Tips:
 - Baseline rewards are adequate & fair
 - Offer explanation, acknowledgement, or flexibility for routine tasks
 - Offer rewards unexpectedly once the task is complete
 - Utilize praise and positive feedback often

Source: *Drive* by Daniel H. Pink



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“We put our entire management team through the Integrated Leadership Systems Leadership Institute. It was a game changer for us. Not only did each executive get critical insights as to how they could lead more effectively, but with the benefits of the highly skilled ILS coaches, they were able to make the changes they desired. In addition, this experience increased the sense of trust and teamwork for our whole team. I would highly recommend that any company that wishes to help take its managers to the next level, put its executives through this leadership institute. It was a great investment for us.”

Roger Posacki, CEO, Elmers Products, Inc.

How the ILS Leadership Institute Changed my Life

Steven Anderson is the president of Integrated Leadership Systems (ILS). I completed the Institute program in April 2014. Afterward, I was so moved, I requested to write a personal statement as a testament to the program. I wanted to do whatever I could to let others know the value in this system. It works! Here is my PERSONAL account of my experience with ILS and what it has done for me.

I sauntered into “Session one: Authentic Leadership and Introduction of 360° Assessment” with facilitator Steve Anderson, expecting to sit in an uncomfortable chair with my butt and back aching listening to some lectures about what it takes to be an effective leader. The 3rd bullet point in the initial comments was, “Seminar is interactive and flexible.” I thought to myself, “Sure it is.”

The room was set up in a square of tables/chairs. There were about fourteen individuals present. We went around the room stating our name, what we do for what company, how long we have worked for our present employer, and what was the most exciting thing that happened to us in the last year. As I listened to each person’s personal accounts, I started to think, “This could be very interesting.”

As we proceeded through our first session, I learned that we were going to have monthly coaching, be responsible for a project at the end of the program, have multiple “breakout” sessions throughout the course, perform different exercises, and be expected to participate frequently. This was NOT going to be a “lecture series” where we just sit and listen. As we wrapped up our first session, I had participated in an interactive experience in which my fellow attendees and myself presented the educational experience along with Steve Anderson.

As we progressed through the eight-month course I learned much about myself. The objective of the Institute was NOT for them to tell me how to be a better leader, but to help me find out for myself what I need to do to be a better person. We were enlightened in the terms of emotional intelligence, building trust, authentic communication, and mentoring just to name a few. We had monthly breakout sessions in small groups to allow us to feel comfortable to explore the sensitive subjects we needed to obtain the understanding necessary so we could change.

I graduated from the Institute with a much better understanding of what it takes to be an effective leader and the confidence to do so. I would highly recommend this course to anyone who is in a position to become a better leader, but also who wants to be a better person. I am now the Chief of Staff elect (to be Chief of Staff) for our local hospital and was voted the new Medical Director of our large Family Practice Department. I did not have these positions prior to the program. Thanks to everyone at ILS!

Lance Broy, MD

Chief of Staff, Medical Director of Family Practice, Holzer Hospital, Gallipolis, OH

ILS Virtual Leadership Institute 2020-21

Location: Zoom videoconference (free downloadable app)

Dates: Second Thursday of each month beginning in Fall 2021, from 8:00 a.m. to noon.
(Thursdays: Sept. 9, Oct. 14, Nov. 11, then in 2022, Jan. 13, Feb. 10, Mar. 10, Apr. 14, May 12, June 9)

Presenters: ILS Leadership Consultants (See pages 4 and 5 for biographies.)

Investment: Actual value of nine workshops, 360° assessment, nine individual coaching sessions, leadership books and training materials is \$14,500. Actual tuition is \$6,000 when ten payments are made by the beginning of each month. See page 12 for investment details.

Registration: Space is limited, so sign up now! To register, send an e-mail to info@integratedleader.com, providing contact information. Call 614-891-8530 with any questions.

Your transformational journey through the ILS Leadership Institute begins with a comprehensive 360° assessment and continues with nine workshops that help you to understand who you are as a leader and where you have the opportunity to grow. Workshop leaders will introduce powerful concepts associated with successful leadership framed by the 360° assessment. See page 11 for 360° details. Each month we will explore these concepts and the ways in which you can apply them to your everyday life. Supplemental monthly coaching is included and will help you focus on the areas of growth you identify through the process. See page 10 for more information about executive coaching. Participants will be asked to complete an individual project by the end of the nine months, which will provide them with opportunities to utilize the new skills and ways of thinking explored throughout the Institute series. See page 9 for project details.

Workshop Content:

- Session 1: Authentic Leadership and Introduction of 360° Assessment
- Session 2: Communicating Authentically and Courageously to Achieve Results
- Session 3: Conquering Everyday Stress
- Session 4: Developing Emotional Intelligence
- Session 5: Building and Sustaining Trust
- Session 6: Manage to Lead
- Session 7: Transforming Others: The Leader as a Coach
- Session 8: Building Exceptional Teams
- Session 9: Presentation of Individual Projects and Personal Mission, Vision, and Values

See pages 6-8 for detailed descriptions of each session.

Leadership Institute workshops will be facilitated by:



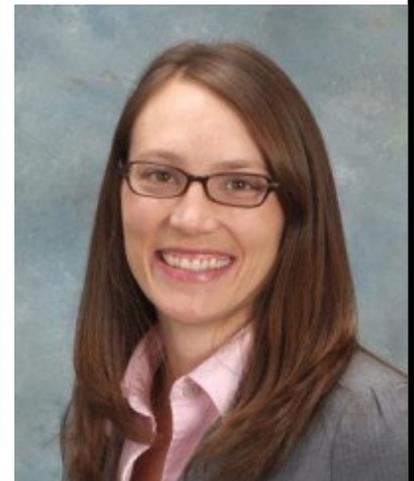
M.J. Clark, M.A., APR, Fellow PRSA, has a master's degree in organizational communication from The Ohio State University and a bachelor's degree in public relations from Ohio University. She has been a prominent Columbus communications professional for more than 20 years and has presented at national and local conferences on leadership, management, marketing, and communication topics. M.J. is Accredited in Public Relations and was inducted into the prestigious College of Fellows by the Public Relations Society of America in 2016. She is the author of two books: *Shut Up and Lead: A Communicator's Guide to Quiet Leadership* and *Shut Up and Manage: A Quiet Leader's Guide to Engaging Others*.

As a consultant and workplace trainer with ILS since 2006, M.J. helps business owners and senior level directors/managers with succession planning and strategic planning, as well as helping them individually to become more emotionally aware and communicate more effectively to grow their business or take them to the next level professionally.

Katherine M. Sprague, Psy.D. graduated from Denison University with a B. A. in Psychology in 2001. As a senior captain, she helped lead the Denison Women's Swimming and Diving Team to their first National Title. In August of 2008, Katie received her Psy. D. in Clinical Psychology from the Institute for Graduate Clinical Psychology at Widener University in Chester, Pennsylvania.

During her doctoral training, she provided individual counseling to a number of clients suffering with a variety of mental health issues and completed a concentration in organizational psychology, which has helped to prepare her for working with businesses throughout her career.

Katie has been with ILS since 2008. As a Leadership Consultant, she has provided executive coaching to a number of business executives and leaders with the goal of helping them to become more self-aware in order to lead more effectively. In addition, she has experience with onsite business consulting and conducting leadership workshops. Katie has assisted such companies as: Elmer's Products, Questline, RiverView Health, Leading EDJE and George J. Igel & Company.



Leadership Institute workshops will be facilitated by:



Rebecca A. Morrissey, Ph.D., joined our team in July of 2019. She earned a B.A. in Psychology from The College at Brockport – SUNY, earned a Ph.D. in Developmental Psychology from the University of Notre Dame, and has spent the past 15+ years working with individuals of all ages (infants/children/adolescents and their parents, K-12 students and their teachers, university students, adult patients and their healthcare providers) in direct care or academic roles. Becky has a prolific research background in factors that ease human suffering and support sustainable human progress, and she is passionate about applying and further developing this knowledge at ILS as a person first, professional second.

In her free time, Becky enjoys "hobby hopping" - whether diving into a book or skydiving, attending a silent retreat or attending live music events, exploring different craft projects or exploring nature.

Molly Anderson, graduated from Denison University with a degree in psychology. While there, she took coursework in organizational psychology.

After college, she explored careers in libraries, construction, real estate, and agriculture, but decided that psychology was the best fit for her ardent desire to help people and society live to their full potential. She attended a clinical psychology PsyD program at The Wright Institute in California, and while she loved working with clients in a therapeutic setting, felt a desire to make a stronger more immediate impact in people's lives. The work of ILS allows her to do so.

She is passionate about creating spaces for authentic communication, promoting efficiencies in team functioning, and helping people tune in to their values and choose courageous actions in alignment with those values.



Workshop Content

Sessions are from 8:00 a.m. to noon each day.

Session 1 Thursday, September 9, 2021

Topic: Authentic Leadership and Introduction of 360° Assessment

Description: In this session, participants will gain an understanding of how to develop and refine their passion. They will learn how to turn this passion into a vision and how to identify and overcome the chief obstacle to their ultimate success: fear. The facilitator will help participants understand the thoughts and emotions that drive their behavior and the concept of authenticity and how it impacts their ability to lead. In addition, the facilitator will teach participants how to build their leadership style around passion, rather than fear, create draft mission, vision and values statements, and work with participants to develop a vision for their future development as a leader. Participants will also be introduced to the powerful Leadership Circle Profile 360° assessment tool. The 360° assessment tool will help them gain an understanding of their reactive behaviors that can be changed to in order to become a more effective leader. From the 360° feedback, paired with insights from the workshops, coaching workbook and journaling, participants will create a master plan for their future development. We will also discuss the details and expectations of the project that participants will be completing throughout the remainder of the Institute. There will be time to brainstorm ideas in future workshops.

Individual Coaching - Intake Session

Session 2 Thursday, October 14, 2021

Topic: Communicating Authentically and Courageously to Achieve Results

Description: This day will help participants improve their ability to communicate in areas vital to their effectiveness. More specifically, this session will help them to listen and communicate more successfully, better mediate discussions between other employees, practice assertiveness, and handle difficult people in more productive ways. Conflict management strategies will be introduced and discussed. Participants will have the opportunity to role play to reinforce concepts presented.

Individual Coaching - 360° Assessment Private De-Briefing

Session 3 Thursday, November 11, 2021

Topic: Conquering Everyday Stress

Description: This session will involve a detailed discussion about stress management and how participants can learn to use stress to their advantage. In this portion of the workshop, they will learn to harness the energy provided by stressful situations and turn it into solutions that will lower their anxiety. During this session, participants will list the three most stressful situations they face. By the end of the session, they will design solutions to those situations that will lower their anxiety and make them more effective leaders. Through instruction and exercises, participants will come to understand the difference between stress and anxiety and learn the physiology of anxiety, how to control the thoughts that drive their anxiety, and several tools and strategies to reduce their anxiety.

Individual Coaching - Gaining Insight

Workshop Content Cont'd

Session 4 Thursday, January 13, 2022

Topic: Developing Emotional Intelligence

Description: This session will cover the crucial role of self-awareness in developing successful relationships and help participants pinpoint behaviors that impact work performance by reviewing the four core abilities of emotional intelligence. Presenters will discuss how participants can improve their work by understanding how the brain processes emotion, how staying cool and building confidence can boost productivity, and how to develop their leadership skills by recognizing unhelpful office behaviors that can be adjusted to more productively manage relationships.

Individual Coaching - Gaining Insight

Session 5 Thursday, February 10, 2022

Topic: Building and Sustaining Trust

Description: This session will explore foundational aspects of trust such as integrity, courageous authenticity and vulnerability and how to cultivate these vital aspects in order to build stronger personal and professional relationships. Building and sustaining trust is an essential piece of effective leadership; however, without being aware of it, many leaders act in ways counterproductive to building trust. Others are aware of the need to improve trust in their relationships but are unsure how to do so. The goal of this session is to provide insight into the behaviors that positively and negatively affect trust and to provide an environment in which participants can openly explore ways they can improve their ability to build trusting relationships.

Individual Coaching - Gaining Insight

Session 6 Thursday, March 10, 2022

Topic: Manage to Lead

Description: Management is a skill that is different than leadership. Leaders do the right things. Managers do things right. This session will teach your leaders to manage more effectively. It is specifically designed for people in leadership positions who have not been extensively trained in management. This workshop will lay a foundation for those leaders to help them gain a better understanding of how to run their organizations. Additionally, it will prove beneficial to managers who have received business training, but may wish to brush up on their knowledge and gain fresh perspective on how to manage their business more effectively.

Individual Coaching - Gaining Insight

Session 7 Thursday, April 14, 2022

Topic: Transforming Others: The Leader as a Coach

Description: In this session participants will be introduced to the basics of effective coaching, and then will spend most of the day applying what they have learned. As participants practice new coaching skills, they will be given feedback by an ILS coach about how to motivate and communicate with peers and subordinates more productively. Participants will leave this workshop with powerful tools to coach others as well as hands-on experience for applying these skills.

Individual Coaching - Transformation

Workshop Content Cont'd

Session 8 Thursday, May 12, 2022

Topic: Building Exceptional Teams

Description: So often members of businesses spend so much time serving customers and solving problems that they don't take the time to do the necessary work to maintain and develop the bonds of their team. This workshop focuses on developing key areas that research shows to be critical for effective teams: (1) psychological safety, (2) impression management, (3) sense of interdependence and (4) accountability of all members. This fun, energizing, insightful workshop will help you recognize and talk through problems that may be holding your team back and develop a plan to move forward more effectively.

Individual Coaching - Perpetuation

Session 9 Thursday, June 9, 2022

Topic: Presentation of Individual Projects and Personal Mission, Vision and Values

Description: Participants will have an opportunity to present their individual project in front of the ILS consulting team and any guests they would like to invite (limit of three). Guests might include a spouse, supervisor, the beneficiaries of their project, and/or coworkers. The amount of time allotted for presentations will depend upon how many participants are members of the Institute each year (usually 10-15 minutes). In addition, participants will reveal their personal mission, vision and values statements that they will have worked on throughout this nine-month process. Participants who miss only one or two sessions will be presented with a certificate of completion from the ILS Leadership Institute.

Individual Coaching - Termination

Explanation of Individual Project

An important part of being a strong leader is demonstrating the ability to engage your workplace to move toward a common goal. During this nine-month program, participants will be asked to select a project with their supervisor that they will work on as an individual. We encourage participants to choose a project that benefits their company and will engage others in their workplace. For instance, they may choose to serve as their organization's United Way chairperson, organize a blood drive at their office, serve as the head of an ad-hoc committee and form a team to address a workplace problem, create a safety program, or spearhead an effort to improve a company process/system. You will also focus on your personal and professional development as a result of your 360° Assessment and participation in the Leadership Institute.

After a project is chosen, participants will be asked to outline the challenge they addressed, the strategies they chose to overcome it, the action steps they took and a timeline they will use to keep the project moving forward to ensure they are finished by the Institute's final session. They will be given more detailed instructions about this plan in the second session and will be provided with a template to use. The coach can help participants brainstorm ideas for implementing the project if they find they need help.

At the final session of the Leadership Institute, participants will be asked to give an oral presentation about their project and the accomplishments they made. We estimate each participant will have about 10-15 minutes for this presentation, including Q&A, but the time allotted will depend upon how many participants we have in the Institute. Participants are welcome to invite others, such as their supervisor, co-workers or spouse, to attend the final session.



Executive Coaching Description

Coaching as part of the Leadership Institute will entail participants meeting with their executive coach for nine individual sessions that will take place in between monthly sessions. Each participant and their coach will agree on homework assignments that pertain to that individual's personal growth and addresses the feedback given in their 360° assessment.

Coaching generally proceeds through the following phases:

- **Phase I – Intake:** This phase lasts for one meeting and consists of gathering the following information:
 - a. A list of the biggest challenges the person faces
 - b. The participant's history. This is an important tool to help participants understand what changes they must consider making in order to achieve their goals.
 - c. Goals for coaching.
- **Phase II – Gaining Insight:** During this phase, the coach will work diligently to help participants understand how their reactive tendencies are actually creating the challenges they listed in Phase I. The insights gained in this phase create tremendous leverage to help participants change behaviors and acquire new behaviors necessary to achieve their goals.
- **Phase III – Transformation:** During this phase the ILS coaches will work with participants to help them achieve their goals. They will do this in two ways: By helping participants identify the beliefs that are holding them back and by partnering with them to develop homework assignments to destroy old reactive beliefs and transform them into new beliefs that create sustainable leadership for them and their organization. Coaches will help participants integrate their thoughts, emotions and behaviors so that they become a more authentic leader who never allows their environment to determine their results. As an authentic leader, participants become the architect of the successful future they deserve.
- **Phase IV – Perpetuation:** Participants will work to reinforce authentic habits. This phase ensures that the changes they have worked so hard to achieve will last a lifetime. If participants miss only one or two Institute sessions, they will receive a certificate of completion. All participants will be offered the opportunity to continue executive coaching if their supervisor/company approves the investment. If participants decide not to continue with executive coaching following the conclusion of the Leadership Institute, they will work on their own to solidify the gains they have made in Phase III.

*“Leadership is not about who is following.
It is about being completely and authentically yourself in service of
your fellow man.”*

Steven L. Anderson, Ph.D., M.B.A.

www.integratedleader.com

360° Assessment Description

Each participant's transformational journey is enhanced by the powerful insight provided by a 360° assessment and the professional de-briefing by one of our 360°-certified executive coaches. The Leadership Circle Profile™ (TLCP) is setting a new standard for leadership assessment and feedback. Here is why:

- Most surveys are a laundry list of behaviors. TLCP integrates well-researched leadership competencies into a unified framework.
- Most surveys merely report high and low scores. TLCP framework shows leaders how they are doing and spotlights the hidden motivators that drive successful and unsuccessful behaviors.
- Most surveys overwhelm leaders with a lot of un-integrated data. Using TLCP, leaders can quickly see the whole story and gain insights into their creative strengths, the competencies that need to be developed, and the deeper issues that need to be addressed to be more effective leaders.

In addition to their personalized report, participants will receive a TLCP assessment binder filled with comprehensive information about how they can improve upon the scores they receive on their TLCP. Undertaking this process will help participants understand how they are currently reacting to situations and design a plan to help them become more influential leaders.

For more detailed information about this powerful instrument, visit <https://leadershipcircle.com>.



Virtual Leadership Institute Investment Details

The transformational journey through the ILS Leadership Institute involves nine workshops running September 2021 through June 2022, a powerful 360° leadership assessment, practical business books, and insightful individual monthly coaching sessions throughout the nine-month period.

	<i>Value</i>
Nine workshops (\$1,200 per day)	\$ 10,800
A 360° leadership assessment using The Leadership Circle Profile™	\$ 400
Nine fifty-minute individual coaching meetings with your coach in person (at our office in Ohio), via video conference or by phone (\$300 per session)	\$ 2,700
<u>Copies of several business books and Institute training materials</u>	<u>\$ 600</u>
Total Value	\$14,500
Virtual Discount (because sessions are shorter)	<u>(\$ 8,500)</u>
Total Leadership Institute Investment (per participant)	\$ 6,000

This is to be paid in 10 monthly installments of \$600 per participant. You will be sent an invoice via e-mail to remind you of each payment as it comes due.

If your company sends three or more individuals, the price is reduced to only \$5,000 per person.

NOTE: This Leadership Institute is also available for companies who would like all participants to be from their own company (minimum of 20 people). Contact us at 614-891-8530 for more information.

