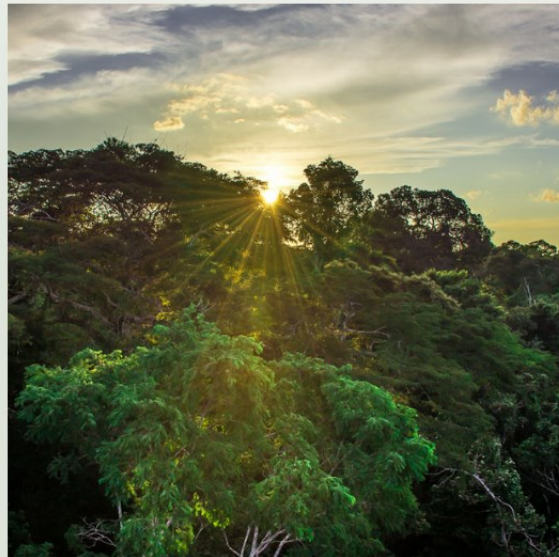




Transformational Leadership Development

ILS Management Institute



ILS Management Institute 2023

Location: Integrated Leadership Systems, 4151 Executive Pkwy, Suite 110; Westerville, OH 43081 (limit of 20 participants)

Dates: TBD

Presenters: ILS Leadership Consultants (See pages 3 and 4 for biographies.)

Investment: Actual value of eight workshops, and eight individual coaching sessions, management books and training materials is \$12,300. Actual tuition is \$6,000 when ten payments are made by the beginning of each month. See page 10 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 614-214-7062 with any questions.

Your transformational journey through the ILS Management Institute includes eight total workshops. These workshops will help you understand your strengths and limitations as a manager, as well as introduce you to tools that will take you to the next level. Workshop leaders will introduce powerful resources often utilized by successful managers around the world. Each month we will read and discuss a case study relevant to the topic at hand and further explore the topic through a variety of means such as interactive activities, group or peer-to-peer discussions, engaging and informative media, and hands-on practice. Supplemental monthly coaching is included and will help you focus on areas of growth you identify through the process. See page 9 for more information about executive coaching. Participants will be asked to complete an individual project by the end of the eight months, which will provide them with opportunities to utilize the new skills and ways of thinking explored throughout the Institute series. See page 8 for project details.

Workshop Content:

- Session 1: Hiring with Intent
- Session 2: Springboarding Employee Training
- Session 3: Embracing Affective Management
- Session 4: Motivating and Engaging your Staff
- Session 5: Creating Alignment and Efficiency
- Session 6: Empowering and Uplifting your Team
- Session 7: Maintaining Team Excellence
- Session 8: Presentation of Individual Projects and Reflection

See pages 5-7 for detailed descriptions of each session.

Management Institute workshops will be facilitated by:



Aaron Helton joined our team in September of 2021. Aaron earned both his specialized undergraduate degree in Workplace Psychology as well as his M.S. in Industrial-Organizational Psychology, with a focus on applied organizational psychology, from Eastern Kentucky University.

His credentials include workshop and training development as well as knowledge and application of the current best hiring and retention practices, while his passion is in facilitating smooth collaboration and inclusion among all members of a team.

In pursuit of self-improvement, Aaron's hobbies include all things fitness; having trained in martial arts, bodybuilding, and CrossFit, and team-oriented activities such as escape rooms and online gaming.

Hattie Hunter joined ILS in July of 2022. Hattie received a master's degree in Industrial Organizational Psychology from East Carolina University. She also holds a Bachelor of Science degree in Psychology from the University of Georgia.

In addition to her master's degree, she has received graduate certificates in Business Analytics and Leadership in Organizations.

Hattie is knowledgeable and passionate coach, trainer and organizational consultant focused on leadership development, and employee engagement. She is dedicated to ensuring effective influence and long-term positive impact for leaders and their team members.



Management 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 25 years and has presented at national and local conferences on leadership, management, 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.

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.



Workshop Content

Session 1

Topic: Hiring with Intent

Description: In this session, participants will explore the process of hiring the right candidate for a job. Workshop facilitators will guide participants through the discussion and practice of concepts such as how to prepare for the hiring stage, how to reach and appeal to the ideal applicant, what kind of interviewing questions to ask, and how bias and workplace culture can affect the decision. Coaching will also be introduced and journaling in order to aid participants in creating a master plan for their growth. 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.

Session 2

Topic: Springboarding Employee Training

Description: This workshop will focus on opportunities to improve the effectiveness of an organization's onboarding and training processes. More specifically, this session will challenge participants to assess their company's initial impact on a new hire and whether that impact lasts throughout the new hire's career. Facilitators will discuss the benefits of effective onboarding and introduce the steps needed to create a more successful onboarding process. Additional tools for training both new and experienced employees will be introduced, such as job crafting and occupational databases. Participants will be encouraged to discuss and take part in practice exercises to reinforce the concepts presented.

Session 3

Topic: Embracing Affective Management

Description: This session will involve a detailed discussion about what it is like for a manager to consider the potential influences of their decisions on stakeholders' affects or affective experiences. In this workshop, participants will learn to harness the power of changing their dysfunctional beliefs and habits, as well as explore the benefits of "positive deviants," in an organization. To bolster these ideas, participants will be introduced to and have the opportunity to practice interactive tools for finding the real issue in a situation. Additionally, we will discuss time management, delegation, and prioritization strategies to ensure managers are properly addressing their workload with what matters most.

Workshop Content

Session 4

Topic: Motivating and Engaging your Staff

Description: This session will cover a manager's crucial role bringing out the best in their employees. Facilitators will discuss what decreases engagement and how a manager can best involve their employees in the decision-making process. This session will highlight the importance of both providing regular feedback and practicing personalized rewards to motivate employees as well as how and when to do so. Facilitators will also aid participants in understanding what causes demotivation and will then introduce strategies and tools to help prevent this from occurring in the workplace. Participants will have the opportunity to practice these tools in activities and discuss motivation or engagement tactics as a group or in breakout discussions as well.

Session 5

Topic: Creating Alignment and Efficiency

Description: As a manager, you fulfill a delicate and critical role as the liaison between leadership and individual contributors. You have the privilege of communicating the company's message and vision with your team, while also having the responsibility of advocating for the needs of your employees. This workshop will provide the opportunity for participants to discuss their experiences and challenges in creating alignment between their team and the organization. Facilitators will provide tools for better understanding and communicating in both directions. Additionally, we will focus on the manager's role in creating efficiency for their department through effective meetings and processes.

Session 6

Topic: Empowering and Uplifting your Team

Description: In this session facilitators will explore with participants how being a manager also entails being a good mentor and preparing others for promotion. This workshop is specifically designed to help participants understand the purpose and process of mentoring and how it can benefit the organization. Additionally, this workshop will provide participants with a better understanding of the importance of succession planning and concepts to be mindful of as you empower those around you. By the end of the session, participants will understand that succession planning involves finding the right person for the job and creating a road map for their successful transition. Additionally, facilitators will discuss how management styles play a role both in what kind of mentor you are and in how your successor will fit into their new role. Participants will discover their personality type and discuss which management style is most effective.

Workshop Content

Session 7

Topic: Maintaining Team Excellence

Description: In this session, participants explore the fundamentals of holding employees accountable, tackling performance reviews, and mindful termination. Specifically, participants learn the process of developing and sustaining accountability and how to create accountable workplaces. Participants will be given insights on the best performance management practices, how to use them effectively, and how to apply these skills. Finally, facilitators will explore the emotions that come with termination - for both the employee and the manager - and how best to navigate this important, yet challenging, responsibility.

Session 8

Topic: Presentation of Individual Projects and Reflection

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 10-20 minutes). In addition, participants will reveal their personal reflection of the course and what they have worked on throughout this eight-month process. Participants who miss only one or two sessions will be presented with a certificate of completion from the ILS Management Institute.



Explanation of Individual Project

An important part of being a strong manager is demonstrating the ability to engage your workplace to move toward a common goal. During this eight-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.

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 Management 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 - 20 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.

*"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.

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Executive Coaching Description

Coaching as part of the Management 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.

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 Management Institute, they will work on their own to solidify the gains they have made in Phase III.

Management Institute Investment Details

The transformational journey through the ILS Management Institute involves eight workshops, practical business books, and insightful individual monthly coaching sessions.

	<i>Value</i>
Eight workshops (\$1,200 per day)	\$ 9,600
Eight fifty-minute individual coaching meetings with your coach in person (at our office in Ohio), via video conference or by phone (\$300 per session)	\$ 2,400
<u>Copies of several business books and Institute training materials</u>	<u>\$ 300</u>
Total Value	\$12,300
Institute Discount	(6,300)
Total Management Institute Investment (per participant)	\$ 6,000

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

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.

NOTE: This Institute is available in person for companies who would like to hire us to conduct workshops at their facilities or ours.

