



COURSE DESCRIPTIONS

LOEB LEADERSHIP DEVELOPMENT PROGRAMS

We offer programs to meet the needs of any employee at any level.

Our experience has taught us that one size does not fit all. For more than 21 years, Loeb Leadership has established close partnerships with clients, offering programs and training to fit the specific needs of their organization. Loeb Leadership works to align with organizations that may or may not have a Learning & Development department to create quality content that ignites employee engagement and provides measurable tools employees can use to fulfill their potential, ultimately creating a healthy and positive work environment.



Why Loeb Leadership?

We will customize any program's content or duration to make sure it has the greatest impact in your organization!

LOEB LEADERSHIP PROGRAMS

MAKING AN IMPACT – self-driven eLearning

Organizations need competent and skilled individual contributors. This highly interactive, self-driven eLearning experience provides insights and best practices related to embracing change, taking ownership, effective listening, collaboration and showing initiative.

MANAGING FOR IMPACT – 5 full days

Managing for Impact is an immersive development series for new or emerging managers. Each of the 5 modules builds upon foundational leadership principles to equip managers with the skills and confidence they need to inspire high performance and get results.

ACCOUNTABILITY – 2.5-hours

Accountability requires an “all in” mindset and approach. Accountability is a commitment to work ethic, our colleagues, and the successful completion of a project. It can be measured by what we’ve accomplished, to justify our actions and to evaluate our contributions. This workshop will identify the key behaviors of accountability and provide the opportunity to practice and solve work related accountability challenges.

Each participant will create a personal action plan to learn, use and improve accountability behaviors

COLLABORATION – 2.5-hours

Collaboration is the key to effective teamwork. Participants will learn key behaviors of collaboration, to practice and solve work-related challenges with an interactive exercise related to this topic. Successfully completing the exercise requires organization, communication, participation, feedback, etc. – many of the skills required for effective collaboration and can be a quick and fun diagnostic to see how people actually work when faced with a challenge and a deadline.

Students will create a personal action plan to learn, use and improve collaboration behaviors.

NEGOTIATING SKILLS - 2.5-hours

Like it or not, negotiating is a component of every successful transaction. How do you want people to describe you after they have completed a negotiation with you? Participants will learn and understand the different negotiating styles to reduce conflict tendencies. Through interactive exercises participants will learn how their style affects the ability to successfully negotiate with trust and influence, and how preparation prior to the negotiation provides the framework for effective negotiating skills

TIME MANAGEMENT STRATEGIES FOR EFFECTIVENESS - 2 to 2.5-hours

This introductory workshop is designed to reset and prioritize the working mindset of the participants. Through a case study tool, this workshop will train students how to reassess an “everything is urgent” thought pattern, and clearly identify priority tasks, urgent tasks and tasks that can be handed off so that their time is better managed. Participants are introduced to Covey’s Time Management matrix to identify the differences between urgent tasks and priority tasks. If everything is urgent and a priority, you are constantly in “firefighting” mode and will eventually burn out. Learning to prioritize effectively reduces stress, manages your time and creates positive work behavior.

TIME MANAGEMENT STRATEGIES II - 2-hours

This advanced workshop provides specific time tested and proven techniques for managing time more efficiently. The workshop starts with a brief self-assessment, which provides participants a better understanding of the 3 core concepts of time management. Throughout the program they return to the self-assessment to evaluate their standings on 15 non-negotiable strategies and 15 actions to take towards achieving maximum time efficiency. Participants are encouraged to select one or more new behaviors that will help them to be more effective at managing their own time.

This workshop is filled with specific suggestions, actions, and habits for participants to utilize and take back to their work life to more effectively manage their time and identify habits in others that may need coaching.

PRESENTATION SKILLS – 2.5-hours

As a result of participation in this workshop, students will learn how to design a presentation using a model that increases retention and comprehension that conveys technical information effectively to non-technical audiences and engages audiences using a variety of verbal and nonverbal techniques. This workshop enforces the importance of clear communication, making positive impactful impressions, enhancing persuasion and presenting data effectively.

SOLVES – AN ADVANCED PROBLEM SOLVING COURSE – 5 Half-days

Organizations are more agile, efficient and competitive when their leaders can demonstrate proven critical thinking and problem-solving skills. But not every leader is a natural problem solver. It requires practice, commitment and a willingness to shift one's mindset. Through a blend of learning, leveraging new skills and holding oneself accountable, any leader can acquire the necessary knowledge and experience to incorporate critical thinking principles into their management approach.

This series of workshops build upon basic concepts of problem solving and allows participants to engage in increasingly advanced practice areas. Participants will gain a better understanding of their own critical thinking limitations as well as proven ways to appropriately identify and analyze the root causes of their organization's most pressing issues.

STRATEGIC MINDSET – 2 hours

This workshop focuses on how to best achieve effective communication, knowledge sharing and alignment between leaders and teams. It blends traditional knowledge sharing with the application of newly taught skills. Students participate in an introspective exercise where teams articulate their aspirational vision to form a solid foundation for the types of behaviors that may be necessary to bring their vision to life. Using the results of the exercise, the concept of a "smart" firm versus a "healthy" firm is introduced. Then participants are then debriefed on what links their aspirational vision to the underlying elements of a healthy firm. We will review the common symptoms of unhealthy practices and then provide several best practices related to healthy behaviors.

Success of the workshop will be measured by the degree to which the participants commit to necessary behaviors as well as the progress made after the one, three and six-month progress checks.

TEAM DIMENSIONS – 2 Hours

During the two-hour version of this workshop participants will learn how teams can work more cohesively, more efficiently, and more effectively when there is a level of understanding between team members. Too often, the talents of others go unrecognized. They may not value the differences that every person brings to the team, or they may not appreciate the importance of those differences. This workshop, using the Team Dimensions Profile, demystifies the team process and explains how your team can identify each member's talents, and place people in roles that allow them to really use those talents.

TEAM DIMENSIONS – Full Day

The full-day version further develops the theory and practice behind Team Dimensions and the critical understanding of how teams can best work together, innovate together, and succeed together. The Loeb facilitator and participants will explore the 5 Team Dimensions roles in depth, and introduce the Z process model, a high-level examination of the path from idea to execution, based around the 4 primary Team Dimensions roles (Creator, Advancer, Refiner, and Executor). The program continues with quick participant interviews that identify their frustrations with teams, and also what they like the most about working in teams. The objective of this exercise is to show both the similarities and differences in the room, the foundation for the Team Dimensions approach. The idea of a Growth Mindset is introduced as a model for integrating and advancing what's learned in the workshop.

PROMOTING INCLUSION WITH DiSC® – 90 minutes

As organizations look for ways to create a culture of inclusion, many are leveraging their knowledge of DiSC® to build on behaviors that promote inclusion. Using the DiSC® model as a backdrop, this workshop uses case studies to practice using the strengths of each style to promote an inclusive culture. As leaders, it is important to hold yourself to a higher standard and identify opportunities to help employees feel supported, heard and valued; to acknowledge employee efforts that are inclusive of others; and, address exclusionary behaviors that single out, overlook and devalue unique contributions.

MANAGING CONFLICT THROUGH MEANINGFUL CONVERSATIONS - 2 hours

In this workshop, participants will be able to deliver difficult messages to others in way that supports the relationship yet is clear and straightforward, diffuse a contentious situation by focusing on the problem and not the person, develop strategies for dealing with difficult personalities and deliver both positive and constructive behavior-based feedback.

Building Cultural Competence: Moving to Inclusion - 2 to 2.5 hours

This introductory workshop is designed to generate meaningful dialogue about how to move oneself into participating in and contributing to an inclusive work environment. The opening exercise highlights the various internal reactions one has to an intense visual picture. From there, the seasoned and passionate facilitator begins discussion about “minimization” – the consequences of glossing over differences, “race and culture” – there are differences between the two, and “microaggressions” - verbal, behavioral and environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial, gender, sexual orientation, and religious slights and insults to the target person or group.

Provocative discussion and interactive exercises are part of the learning experience. The skilled facilitator intentionally and gently nudges the participants out of their comfort zones to encourage reflection and new learning with a hopeful goal of resulting in enhanced inclusive behaviors for the future.

Why Stereotypes Hurt and Words Matter: Communicating Respectfully in a Diverse World - 2 to 2.5 hours

This workshop takes a deeper dive into specific behaviors participants can learn and then practice, to promote inclusion and respect in the workplace and world. After suggesting definitions for the terms of “stereotyping”, “bias” and “silent collusion” and “ally”, the skilled facilitator sets the stage for the consequences and impact of staying silent when in the presence of bias behaviors.

Participants will be introduced to six techniques to “speak up” when witnessing, or is the recipient, of behaviors that make them or someone around them uncomfortable. Interactive group exercises requiring candid conversation allows for the facilitator to ask probing questions and provide opportunities for the participants to “speak up” and promote inclusion in the office and beyond.

Mindful Leadership in the 21st Century - adaptable to any format

To reduce stress and clear your mind of the clutter that keeps you from achieving your true potential, you must first take **Command** of your mental, physical and spiritual health. Once you are comfortable prioritizing your own mindfulness, you can then begin to **Connect** with others as a way to enjoy mutual development and growth. Agreeing to **Commit** to these principles will set you up for not only long-term success as a leader but with your overall health and wellbeing.

Our **Command-Connect-Commits** program offers a highly customizable delivery model and uses evidence-based mindfulness tools and exercises. Whether you're interested in a one-time workshop or a longer-term development engagement, our Command-Connect-Commit program can help you build mindful leadership capabilities across your organization.

Each workshop is highly interactive and immersive. A participant workbook is provided for each workshop, in which participants can capture observations and insights.

Command

Command is about taking ownership of your life. Job-related stress will always be a factor but how you balance the need to achieve results with the need to maintain a healthy mind, body and soul is key. With Command, we explore the seven core principles of taking ownership of one's life: Striving for **Clarity**, Building **Optimism**, Being **Mission** driven, Being **Mindful**, Striving for harmony and **Alignment**, being willing to **Negotiate** a path forward, and displaying **Determination**.

Connect

Connect is about building relationships. No one succeeds alone. Seeing others and yourself as mutual thought partners and mentors is an essential component to effective leadership. With Connect, we explore the seven principles of building meaningful relationships: Being **Courageous**, Maintaining an **Open** mind, A willingness to be **Nimble** and adaptable, A willingness to be your **Natural** self, **Engaging** with others, **Maintaining** a Coherent strategy to connect, and the ability to build **Trust**.

Commits

Commit is about taking action. Most leadership development engagements fall flat when it comes time to putting concepts into practice. Great leaders demonstrate a commitment to change and are willing to create a plan for action as well as a sustainable philosophy for mindful leadership. In Commit, we explore the six principles of affecting change: Showing **Compassion** as a way to empathize with others, Seeking **Opportunities** for further development, A willingness to be and connect with a **Mentor**, Using inspiration to **Motivate** others, **Integrating** best practices into your leadership philosophy, and A willingness to be **Transparent** in all that you do.

Building Resilience: Lessons from Horses in Physiological Coherence and Well Being - 1 to 3 days

Partnering with a state-of-the-art horse farm in Cape May, New Jersey, Loeb Leadership offers unique retreats for leaders seeking to enhance their wellbeing and build resilience through transformational learning. Led by certified instructors, this serene setting sets the stage for enhanced self-awareness by using horses as well as theories and instruments from the Heartmath Institute. In-the-moment data provides immediate feedback to teach participants how to shift their focus and breathing in order to achieve a heightened state of physiological coherence and increased performance. Equine-centric activities are fun, engaging, powerful and memorable. Transformation happens quickly and results remain with participants as they continue to practice their newly learned techniques.

PARTNER PROGRAMS

Loeb Leadership Development Group partners with global management and interpersonal development platforms that provide research-based assessment tools and programs, offering intrinsic value to clients and firms globally. Research indicates that employees seek out firms that offer professional growth, collaboration and recognition. Through our Partner Programs, Loeb Leadership offers valuable programs to create an environment where people are optimally motivated to perform at their highest level. All of the programs listed below can be customized for the intended audience and to fit allotted time frames.

EVERYTHING DISC® WORKPLACE - A Wiley Brand - 4 hours

Everything DiSC® Workplace can be used with everyone in an organization, regardless of title or role, to improve the quality of the workplace. Everything DiSC® Workplace is classroom training that uses online prework, engaging facilitation with contemporary video, and online follow-up to create a personalized learning experience. Using DiSC®, a powerful yet easy-to-use, research-validated learning model, participants understand and appreciate the styles of the people they work with. The result is more productive teams and working relationships. Everything DiSC® Workplace focuses on how DiSC® styles affect workplace relationships and explores the priorities that drive each style at work. Understanding other Styles allows individuals to understand that everyone relates and understands the same situation differently. This provides more effective relationship building and allows participants to create strategies and action plans to overcome challenges when working with people of different DiSC® styles.

Participants learn how their management style influences how they manage time, make decisions, approach problems, and what they need to do to adapt to the styles of others to bring out the best in each and every employee in their charge.

EVERYTHING DISC® MANAGEMENT – A Wiley Brand – 4 hours

Everything DiSC® Management offers a customizable development solution proven to increase the effectiveness of anyone in a management role--whether managing direct reports or the relationship with their own manager. A complete program of classroom training, and online pre-work and follow-up focuses learning in five key areas; understanding DiSC® styles; directing and delegating; creating a motivating environment; developing others with different styles; identifying strategies for working more effectively with managers.

SITUATIONAL LEADERSHIP II EXPERIENCE – The Ken Blanchard Companies – Workshop can be customized by time and audience

The SLII Experience uses game-changing techniques that immerse learners in SLII quickly, deeply, and effectively. To be a leader that others want to follow, managers need to set clear and attainable goals, provide the matching leadership style, track performance, and provide appropriate feedback. The goal of this workshop is to help Leaders understand the influence and abilities they have to develop competence, motivation, and confidence in others. SLII boosts the effectiveness, impact, and dedication of leaders and teaches them to behave in alignment with their good intentions and in alignment with what their people need. Economic challenges, globalization, generational and cultural diversity, and the lightning pace of change make a compelling case for a leadership curriculum that engages learners quickly, offers extensive opportunities to build and practice skills, and provides follow-up support for deploying those skills with existing work teams.

This workshop benefits individuals in leadership roles, including executives, managers at all levels, project managers, team leaders, and supervisors who want to increase their effectiveness.

SLII CONCEPTS – The Ken Blanchard Companies – 3 hours

SLII Concepts introduces you to the theory of SLII in an engaging and informative way. The new training design is fast-paced, content rich, and provides a meaningful overview of SLII concepts for general awareness or as an introduction to SLII ahead of a more extensive learning experience. This workshop can be delivered with or without the SLII Leadership Behavior Analysis assessment.

Participants learn about the three skills of a Situational Leader - Goal Setting – Diagnosing – Matching and reinforce their learning with a video case study and videos on SMART goals and other skills. Learners are introduced to the concepts of SLII. For organizations wanting to cascade SLII into their organization as a common language of leadership, and help their leaders adopt new leadership behaviors, we recommend you consider The SLII Experience.

CRUCIAL CONVERSATIONS – Vital Smarts

Crucial Conversations teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard, and encouraging others to do the same, you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

A crucial conversation is a discussion between two or more people where the stakes are high, opinions vary, and emotions run strong. These conversations—when handled poorly or ignored—lead to strained relationships and dismal results. This workshop teaches participants how to speak persuasively, not abrasively; foster teamwork and better decision-making; build acceptance rather than resistance; and resolve individual and group disagreements

COACHING ESSENTIALS – The Ken Blanchard Companies – full day

In today's chaotic work environment, great organizations recognize that coaching has become a business necessity. Leaders understand that the key to driving business results is developing and empowering their people to achieve the strategic objectives of the organization. Leaders who have good coaching skills are simply more effective in encouraging their people to meet their targets. Being a coach requires time and practice. Coaching Essentials can assist leaders and managers with the skills required to accelerate learning & development, create autonomous problem-solvers, build a strong leadership bench and help retain talent.

FIVE BEHAVIORS OF A COHESIVE TEAM – A Wiley Brand

This 7-module program creates the basics and understanding of what it takes to be an effective, cohesive and thriving team. Through each module of this program participants gain a better understanding of their style, how trust impacts team productivity, how to have productive conflict, ways to increase levels of commitment, practicing giving and receiving feedback, and identifying the team's strengths and weaknesses. Through the use of activity, video review, and discussion, an intact team is lead through the powerful Five Behaviors of a Cohesive Team model, learning and practicing the behaviors that will make the team more cohesive and improve its performance.

PRODUCTIVE CONFLICT – A Wiley Brand – 3-4 hours

Workplace conflict is inevitable. Rather than focus on a step-by-step process for conflict resolution, Everything DiSC® Productive Conflict helps learners curb destructive behaviors so that conflict can become more productive, ultimately improving workplace results and relationships. Everything DiSC Productive Conflict helps learners increase self-awareness around conflict behaviors and discover how to effectively respond to the uncomfortable and unavoidable challenges of workplace conflict.

Participants will learn how their style of handling conflict affects the people around them. Learn how to “catch” themselves when going down a destructive conflict path. Discover how to reframe a conflict situation and choose more productive behaviors. Build a common language in the organization around appropriate conflict behavior.

THE LEADERSHIP CHALLENGE – A Wiley Brand – Workshop can be customized by time and audience

Leaders model the way and have strong beliefs about matters of principle. To be able to clearly articulate their beliefs, leaders find their voice by clarifying personal values. But clarity is not enough. To be credible, Leaders do what they say they will do. They set the example by aligning actions with shared values. Leaders inspire a shared vision. They are positive and bring the future to life. They enlist others in a common cause. Leaders challenge the process. They are pioneers, willing to step out and change the way things are. They experiment and take risks and learn from the accompanying mistakes. In this workshop, Leaders will gain deep insight into how they see themselves as leaders – how other view them – and what actions they can take to improve their effectiveness.

The Leadership Challenge® Workshop improves the abilities of participants to lead others to get extraordinary things done in their firms.