

Leadership Academy

Each Module is 4 hours in duration and can be delivered individually or in combinations to fit your needs!

Our Leadership Modules are rooted in the understanding that leadership is a relationship. And it is through that relationship that a leader can execute on a plan that delivers results, engages people, and creates an environment of inclusion, innovation, and success.

We use a highly-interactive and challenging approach to help participants get a greater understanding of the critical aspects of leadership and go beyond theory and cliché to bring a new perspective and more effective use of the material.

We provide takeaway activities for each Module to reinforce learning.

WHAT PEOPLE ARE SAYING ABOUT US:

"This Program is a game-changer and we are barely out of the gate!"

- A. Hathaway, BCF Extrusion Manager, Shaw Industries

"The training was outstanding. I have been a leader for over 25 years and attended numerous trainings. Without hesitation you are one of the best instructors I have had over the years. Your delivery is outstanding"

- Senior Leader, AHT Cooling Systems

**Participants are required to complete an online assessment as part of this Module*



**CAROLINA TRAINING
& ASSESSMENTS**

The Fusion of Leadership and HR™

100 Old Cherokee Road
Suite F351
Lexington, SC 29072
803.767.7695
CarolinaTrainingandAssessments.com

MODULE 1

THE FUNDAMENTALS

- ✓ Leadership and Supervision Compared
 - ✓ Transitioning from Peer to Supervisor
 - Changes for you and your former peers
 - ✓ The Tools of Supervision
 - Building Relationships
 - Understanding Authority, Responsibility and Accountability
 - Levels of Supervision – the Culture you create
 - ✓ Managing Time and Tasks
 - ✓ Understanding Title VII, Labor Laws, Discrimination, Harassment, and Retaliation
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MODULE 2

BUILDING WORKPLACE RELATIONSHIPS*

- ✓ The Components of Relationships
 - ✓ Communication
 - Verbal, Para-verbal, and Non-verbal components
 - ✓ Styles of Communication
 - Reading Styles with words, tone and body language
 - Adjusting to more effectively work with styles
 - Motivation / Stressors / Priorities of styles
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MODULE 3

SETTING GOALS AND EXPECTATIONS

- ✓ Understanding the two parts of everyone's job
 - ✓ SMART factors in effective goal setting
 - ✓ Defining behavioral expectations
 - ✓ Using goals to motivate and effectively delegate
 - ✓ The connection between expectations and motivation
 - ✓ Challenging your employees to reach new heights
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MODULE 4

EFFECTIVE FEEDBACK

- ✓ Using SBI to frame your message
 - ✓ How to deliver motivating re-directive feedback
 - ✓ A four-step process that works in every situation
 - ✓ Meaningful positive reinforcement
 - ✓ Creating documentation to memorialize your conversations
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MODULE 5

PRODUCTIVE CONFLICT*

- ✓ Why Do I do This? Why do They do That?
- ✓ Understanding priorities and behaviors in conflict
- ✓ The Amygdala versus the Frontal Lobe: Your Reaction to conflict
- ✓ Connecting automatic thoughts to destructive behaviors and reactions
- ✓ Reframing thoughts to a Productive nature
- ✓ Conflict resolution with employees

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WHAT PEOPLE ARE SAYING ABOUT US:

"Carolina Training and Assessments' training content related well to the work and situations that our employees experience. Jim Fadell's style quickly and easily put our team at ease, drew them in and got them to participate."
- P. Monegan, VP of Operations, Zeus Industrial Products

"Jim was an EXCELLENT instructor. He kept the material fresh and interesting. By far the BEST outside or inside training I have ever had. Information I can look back on time and time again"
- Supervisor at Hitachi

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MODULE 6:

SITUATIONAL LEADERSHIP AND MANAGING YOUR TEAM*

- ✓ Your priorities when it comes to managing
- ✓ Motivating and Developing your employees
- ✓ Delegation and the balance of Directive and Supportive Leadership

MODULE 7*

AGILE EQ – EMOTIONAL INTELLIGENCE

- ✓ Understanding your EQ strengths
- ✓ Recognizing your EQ potential
- ✓ Commit to customized strategies for building agility
- ✓ Increased emotional intelligence

MODULE 8

THE HIRING PROCESS

- ✓ The Hiring Process
 - Critical factors for success
 - Resume review
 - Effective interviewing
- ✓ Objective Ratings
 - Eliminating subjective reactions
 - Building consistency among different interviewers

MODULE 9

ACCOUNTABILITY AND THE PERFORMANCE REVIEW

- ✓ Leadership Actions
- ✓ Management Actions
- ✓ Why accountability shows you care
 - Organizing performance into quarterly conversations and an annual summary
- ✓ Ratings and motivation
- ✓ Mitigating subjectivity
- ✓ Preparing for the Review

MODULE 10

VISION, ALIGNMENT, AND EXECUTION*

- ✓ Understanding the role of Senior Leader
- ✓ Vision - Exploration, Boldness, and Testing Assumptions
- ✓ Alignment - Clarity, Dialogue, and Inspiration
- ✓ Execution - Momentum, Structure and Feedback
- ✓ Leadership Behavior Continua

FOLLOW UP WEB SESSIONS

These short duration live sessions review key components of our leadership modules followed by an open forum for participants to ask follow up questions, discuss difficult situations, and reinforce what they have learned.

Contact us for complete details.

Team Performance and Individual Coaching

WHAT PEOPLE ARE SAYING ABOUT US:

“Carolina Training and Assessments has become an invaluable part of the coaching and leadership development at SPC Credit Union.”

- L. Weatherford, CEO, SPC Credit Union

“Amazing! Jim’s engaging style combined with his lighthearted and understanding personality was really appreciated. We will forever quote WWJD – ‘What Would Jim Do?’”

- Supervisor, Crescent Dairy

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Authorized Partner



THE FIVE BEHAVIORS: PERSONAL DEVELOPMENT* (Half-day Program)

Designed specifically to work for individuals, participants do not all need to be part of the same team. Rather, this Program helps individuals understand, internalize, and apply the principles of The Five Behaviors model and foster communication that can be used throughout an organization and helps create a culture of collaboration.

THE FIVE BEHAVIORS™ *

(1-day OR 2-day Programs available)

Based on the work of Patrick Lencioni's international best-seller The Five Dysfunctions of a Team, this Program helps intact teams apply The Five Behaviors™ model of Trust, Conflict, Commitment, Accountability, and Results to drive team effectiveness and productivity.



We are proud to offer the Everything DiSC® Suite of assessments and facilitated sessions to help your organization build more collaborative and communicative cultures!

Individual Coaching

We offer individualized coaching services to current and future leaders at all levels of an organization.

Everything DiSC 363 Feedback

We provide the Everything DiSC® 363™ Feedback tool to help leaders understand how they are perceived by others in their organization. This survey can be used independently or as part of the coaching process.