

Training and Professional Development



Management Skills Workshop 2015 Schedule



**Family & Morale, Welfare and Recreation
Training and Professional Development**

2015 Workshop Schedule

All workshops are held at the *Family Resilience Center (FRC), Building 250 from 0900 to 1100.

January

15 – Performance Coaching (Adobe)

February

12 - Activating Thoughts and Consequences (Room 115)

25 - 7 Habits of Highly Effective People #1 (Adobe)

March

5 - Leadership Series #1 (Adobe)

31 - Professional Development (Adobe)

April

9 - Leadership Series #2 (Adobe)

23 – Living Healthy in the Workplace (Adobe)

May

13 - Avoid Thinking Traps (Adobe)

21 - Leadership Series #3 (Adobe)

June

18 - Leadership Series #4 (Adobe)

25 – What to Look for When Hiring a New Employee (Adobe)

July

9 - Leadership Series #5 (Adobe)

30 – The Making of a Great Manager (Adobe)

August

12 - Detect Icebergs (Room 115)

27 - Time Management (Adobe)

September

10 – Living Healthy in the Workplace (Room 115)

30 - 7 Habits of Highly Effective People #2 (Adobe)

October

15 – Empowerment (Room 115)

29 - What to Look for When Hiring a New Employee (Adobe)

November

12 - Assertive Communication (Adobe)

19 – Teamwork (Adobe)

December

3 A.M.P. Motivating your Team (Adobe)

10 – Stress Management (Adobe)

Open to the Fort Bliss community to include: Active duty, families, retirees, and civilians. To register, you can respond by email. For more information, contact (915) 569- 5487

*Building 250, Club Road is located on main Ft Bliss between the Cassidy and Pershing gates, behind the officer's row housing, next to the Tennis Club and swimming pool.

Workshop Descriptions

Leadership Workshop Series (5 workshops in the series) - The world today is vastly different and constantly changing. A leader that can withstand and embrace the changing times will be successful by deeply rooting themselves in the principles of great leadership. The workshop includes an open discussion on the principles of Leadership and a common sense approach to applying those principles. The objective of the workshop is to enhance the leadership skills and knowledge of current and future leaders.

Facilitator:

*The five imperatives of leadership (each discussed in a separate workshop)

1. The first is to **inspire trust**. You build relationships of trust through both your character and competence and you also extend trust to others. You show others that you believe in their capacity to live up to certain expectations, to deliver on promises, and to achieve clarity on key goals. You don't inspire trust by micromanaging and second guessing every step people make.
2. The second is to **clarify purpose**. Great leaders involve their people in the communication process to create the goals to be achieved. If people are involved in the process, they psychologically own it and you create a situation where people are on the same page about what is really important—mission, vision, values, and goals.
3. The third is to **align systems**. This means that you don't allow there to be conflict between what you say is important and what you measure. For instance, many times organizations claim that people are important but in fact the structures and systems, including accounting, make them an expense or cost center rather than an asset and the most significant resource.
4. The fourth is the fruit of the other three—**unleashed talent**. When you inspire trust and share a common purpose with aligned systems, you empower people. Their talent is unleashed so that their capacity, their intelligence, their creativity, and their resourcefulness is utilized.
5. The fifth explores the **traits of great leadership**. As Shakespeare said in Twelfth Night: *"Some are born great, some achieve greatness, and others have greatness thrust upon them."* This workshop will discuss these possibilities and identify the traits or skills needed for great leadership.

Resilience Workshops Series - (4 workshops in the series) - In this series, participants learn about resilience and the competencies that contribute to it: Self-awareness, Self regulation, Optimism, Mental Agility, Strengths of Character, and Connection. It will enhance your ability to manage and to be a more effective performance coach for your team.

Facilitators:

Workshop Descriptions

- Activating Thoughts and Consequences (ATC)** - Participants will discover how to identify thoughts that are triggered by activating events and to identify reactions that are driven by those thoughts. The goal of this workshop is to not only help you distinguish activating events and consequences but help build thought patterns that will drive adaptive outcomes and good decisions.
- Avoid Thinking Traps** - This workshop will help you identify and correct counterproductive patterns in thinking through the use of critical questions. It focuses on explanatory styles and other thinking patterns that can either heighten leadership and performance or undermine them.
- Detect Icebergs** - Identify deep beliefs and core values that fuel out-of-proportion emotions. Evaluate the accuracy and usefulness of these beliefs. You will learn how to recognize when these icebergs undermine your effectiveness as a leader and create barriers to building strong relationships.
- Assertive Communication** - In this workshop you will acquire the practical tools needed to build relationships and challenge beliefs that interfere with positive communication. Introduction of the *passive*, *aggressive*, and *assertive* communication styles as well as the IDEAL model to communicate in a confident, respectful, clear and controlled manner.

The 7 Habits of Highly Effective People Signature Program™ Series - The 7 Habits of Highly Effective People Signature Program Series™ by Stephen Covey

Facilitators:

In The 7 Habits of Highly Effective People Signature Program series, participants learn how to: take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life. The Covey series includes: Time Management and Stress Management.

7 Habits of Highly Effective People – What does it take to be a more effective manager? In this segment of the 7 Habits of Highly Effective People program you will cover: Improve interpersonal communication. You will discover what it takes to help your organization achieve sustained superior results by focusing on making individuals and leaders more effective. Participants will gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities.

•**Time Management (Covey)** – It seems there is never enough time in a day to get everything accomplished. Let's face it, with common distractions, conflicting priorities, unclear objectives, poor communication, and lack of trust, it's easy to burn out and lose focus. Time Management is for everyone. This workshop (based on The Franklin Covey 7 Habits Planning System) will give you the tools you need to manage your time more effectively. This world-class personal organizing system will help you better improve your individual work goals, planning and follow through.

Workshop Descriptions

Stress Management - Stress is an integral part of modern life and can have quite an impact on us, physically as well as emotionally. Excessive stress can keep you from managing effectively and can negatively affect your relationship with your team. It is important to take steps to minimize the damage to our physical and emotional wellbeing. This workshop offers ways to manage workplace and personal stress. Emphasis is placed on how to minimize the impact of stress, so that we may maintain control over our reactions to the stressors of life.

Empowerment - We will examine the concept of empowerment and how it will sustain an environment where your employees will thrive. We will look at some of the best practices from J.D Power and Associate top companies.

Performance Coaching - To be an effective manager, it is important to know how to get the best from your team (as a group and individually). A good manager has the ability to coach their team to not only reinforce positive behaviors, but to also correct ineffective behaviors. This workshop focuses on five performance coaching models that will give you the tools you need to bring out the unique skills of your staff that drive results.

The Making of a Great Manager - What makes a great manager? In this workshop we will discuss what some experts believe are important tools towards becoming a great manager. The workshop will include an open discussion on the subject. You are encouraged to share your ideas and best practices.

Teamwork - The process of working collaboratively together to achieve a goal is the definition of teamwork. This workshop explores the importance of problem solving, healthy competition, sharing unique qualities and perspectives as well as the benefits of developing strong relationships in the workplace.

A.M.P. - How to Motivate Your Team - This workshop is inspired by the book Drive by Daniel Pink and Good to Great by Jim Collins. It takes a deeper look at what motivates us. We will discuss the benefits of extrinsic and intrinsic motivators as well as the importance of Autonomy, Mastery, and Purpose as key factors for achieving job satisfaction - not only within yourself but with your team.

Professional Development - Enhance your professional development skills through staff development, management development, leadership development, and whole person development. The professional development workshop will increase your knowledge and understanding of job-related training for staff (to include Individual Development Plans), core skills for supervisors, and personal awareness and well-being programs for all staff members.

Workshop Descriptions

Living Healthy in the Workplace

–Eating poorly, a lack of exercise and sleep deprivation can affect more than your health... it can also greatly affect the productivity of your workforce. According to a BYU study, “Total health-related employee productivity loss accounts for 77% of all such loss.” This workshop will cover nutrition (*you are what you eat*) and how it impacts who you are. The value of exercise will be discussed along with the importance of sleep and healthy lifestyle habits.

What to Look for When Hiring a New Employee

– Whether active duty or civilian, the interview process can be extremely important to ensure you have the right fit for your team. This is the workshop that can give you the “do and don’ts” to conduct an effective interview. Learn how to ask the right questions and what to look for in a potential candidate as well as on a resume.

Building
Effective
Management
Skills

