



TRAINING TOPICS — & — LEARNING OPPORTUNITIES

Answers Are Found, Not Given



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ORGANIZATIONAL VISIONING

An organization without a vision is at risk of doing good things for the wrong reasons. The significance of vision has long been recognized as critical to the well-being of organizations, communities and even nations.

Participant Takeaways

- » Learn the characteristics of vision and who should be involved.
- » Learn how to manage the vision process.
- » Understand methods to best implement vision.

SELF AWARENESS & IMPROVED LISTENING

Lack of awareness of how we come across to and engage with those around us stifles progress. Understand how we see ourselves and how others view us impacts the effectiveness of teams. Having greater self-awareness positively impacts productivity in the workplace.

Participant Takeaways

- » Develop and demonstrate an accurate sense of self.
- » Analyze how emotions and behaviors affect others to eliminate damaging blind spots.
- » Gain strategies for breaking unproductive habits and establish processes for ongoing self-awareness.

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SUCCESSION PLANNING

It is easy to ignore succession planning until a tragedy or unexpected departure suddenly threatens the viability of the organization. In other cases, successful leaders may retire and the new leadership struggles because the board has not adequately planned for the loss of a long term leader. This training session helps leadership teams and board members understand the power of proactive succession planning both for sustainability and to develop and maintain a culture of leadership development.

Participant Takeaways

- » Learn how to identify and develop leaders and key partners.
- » Understand the processes that need to occur internally as a transition nears.
- » Understand both the actions and the communication processes needed to be effective.

LISTENING, RESPECT & TEAMWORK

Strong teams actively seek to listen and then respond with mutual respect. This training session strengthens listening skills and helps individuals understand how to break the cycle of disrespect while building a positive cycle of respect. In addition, the session provides a shared understanding of teamwork while providing tools that enhance working together.

Participant Takeaways

- » Learn to engage with empathy, while also gaining the information needed to respond effectively.
- » Learn to identify the cycle of disrespect early while understanding the behaviors needed to shift to a cycle of mutual respect.
- » Learn how groups develop and evolve while understanding the behaviors and tools needed to create positive group interaction and a high-functioning team.



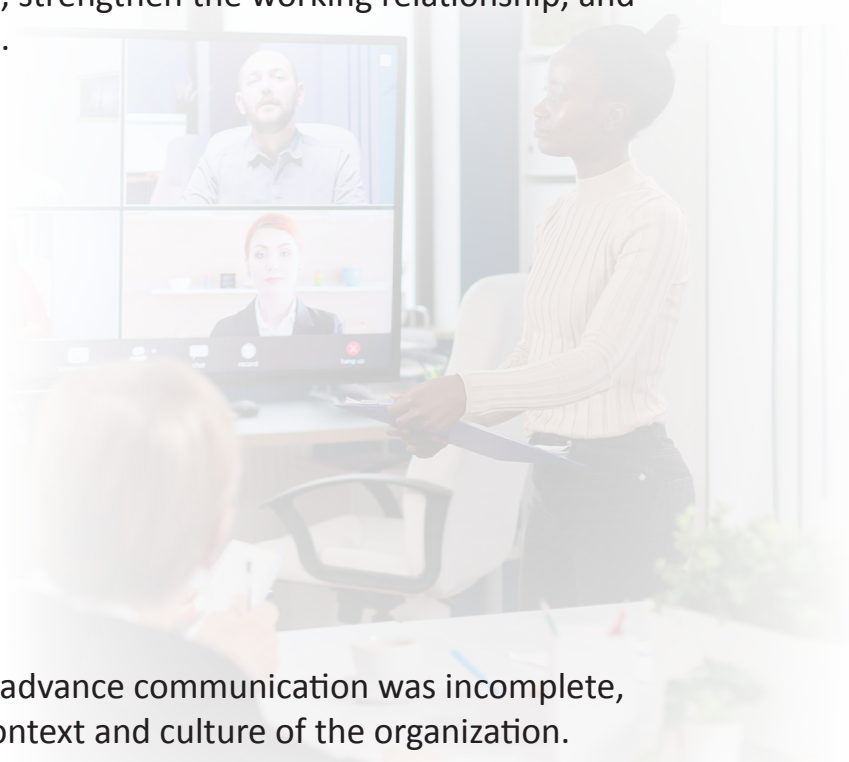
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EXECUTIVES & EXECUTIVE ASSISTANTS - CREATING EFFECTIVE RELATIONSHIPS

Creating a strong partnership between the executive assistant and the executive can enhance productivity and produce better outcomes. Learn strategies and tools to: Increase communication effectiveness, strengthen the working relationship, and accomplish short and long-term priorities.

Participant Takeaways

- » Utilize tools that create clarity around responsibilities and expectations.
- » Understand strategies and tactics to increase communication and productivity.
- » Develop time management and prioritization skills.



CASCADING COMMUNICATION

The best laid plans often fail because the advance communication was incomplete, inconsistent, or did not account for the context and culture of the organization. This training focuses on the behaviors and systematic plans needed to cascade communication up, down, and across the organization. Learn strategies and tactics to communicate with clarity and consistency while gaining ongoing feedback.

Participant Takeaways

- » Learn to frame events and issues for clarity and understanding.
- » Understand how to engage influence leaders and multiple platforms to extend the message.
- » Learn how to develop feedback loops that ensure responses are shared with senior leaders.

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ORGANIZATIONAL COMMUNICATION

Organizations must establish clarity of message and direction for stakeholders to have confidence in their ongoing work. This session identifies how leaders establish a shared direction that stakeholders trust and embrace. Participants will learn how to establish a clear and consistent message across multiple platforms with feedback loops that encourage organizational responsiveness. Finally, participants will gain an understanding of how to manage risk and messaging in a social media era.

Participant Takeaways

- » Learn to use the traditional and social media to create a direction that stakeholders embrace.
- » Learn how to frame messages for clarity and shared understanding.
- » Understand to utilize multiple media platforms and feedback loops to engage stakeholders.



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ORGANIZATIONAL ALIGNMENT

When organizations have clarity around mission, vision, values and priorities, synergy and increased productivity occurs. Misalignment is a quick way to lose momentum and even go backwards. This session focuses on creating clarity around vision, alignment and execution throughout the organization.

Participant Takeaways

- » Understand organizational alignment.
- » Learn how to establish clarity of clear mission, vision, and values.
- » Understand how to establish a strategic plan that drives organizational behavior.

CULTURAL ALIGNMENT

When organizations have clarity around mission, vision, values and priorities, synergy and increased productivity occurs. Misalignment is a quick way to lose momentum and even go backwards. This session focuses on creating clarity around vision, alignment and execution throughout the organization.

Participant Takeaways

- » Understand organizational alignment.
- » Learn how to establish clarity of clear mission, vision, and values.
- » Understand how to establish a strategic plan that drives organizational behavior.

HIGH-FUNCTIONING LEADERSHIP TEAMS

Ever been a part of a team where it feels like everyone is out for themselves? High-functioning teams have a common characteristic: each member is willing to put the team's purpose above their own.

Participant Takeaways

- » Learn the importance of, and how to create shared purpose
- » Learn about predictive and vulnerability-based trust.
- » Learn how predictability enhances or erodes trust.

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EFFECTIVE CRISIS MANAGEMENT

A crisis is an event that has the potential to severely harm the organization's reputation, operation, services, and stakeholders. Organizations with response strategies prepared lower the stress of their leadership teams, increase consistent communication, and increase the likelihood of better decision-making during a time a crisis. This training session will help the leadership team assess the preparedness of the organization, identify strategies to improve communication, engage scenarios and simulations to understand effective responses, and create plans/protocols to prepare for a potential crisis.

Participant Takeaways

- » Understand how a crisis evolves and how leaders typically respond.
- » Understand the stages of a crisis and how to respond when difficult events occur.
- » Discuss the available resources, begin to assess the preparedness of your organization, and define the next steps in preparing for a potential crisis.



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VALUES THAT WORK

Lack of understanding the values of the organization is like not knowing the pulse. Organizational values should identify what is important to the organization and how people should behave as members.

Participant Takeaways

- » Learn how to have your values guide and empower daily decision-making.
- » Understand how values should influence behaviors during times of conflict.
- » Learn how every person within the organization is accountable for the organizational values.

EMOTIONAL INTELLIGENCE

Perceptions and awareness are catalysts to workplace dynamics. Learn the importance of identifying your own emotions and the emotions of others to increase personal awareness and recognize perception versus reality.

Participant Takeaways

- » Acknowledge components of emotional intelligence.
- » Recognize and address personal EQ tendencies.
- » Engage EQ on an individual basis and in relation to work teams.

RESILIENCE TRAINING

Developing Resilient Leaders:
Managing Stress Effectively.

Leadership loads can get heavy or even unbearable, leaders live in a fast-paced, complex, rapidly changing environment.

Participant Takeaways

- » Understand new ways to manage your stress response.
- » Develop protective factors against stress.
- » Learn ways to adopt a resilient lifestyle.

Assessments

360° EVALUATION - STANDARD

Greater awareness of ourselves in a well-rounded approach is key to strategizing for our work. Elevate leadership effectiveness with the dynamic Everything DiSC 363° tool which provides participants feedback on their leadership from a different perspective, from the viewpoint of the people they engage with every day.

Participant Takeaways

- » Learn the tendencies that shape participants' leadership approaches.
- » Obtain focused, balanced, and constructive feedback.
- » Understand three actionable steps to elevate effectiveness.

360° EVALUATION - ENHANCED

Utilizing the DiSC 363° tool, a survey is conducted to evaluate the board, CEO or other leaders. The goal of combining the results of the DiSC 363° with responses to open-ended questions is to affirm and strengthen an individuals' ongoing work as a leader. Through analysis of the results and best practices, participants are provided suggestions for improvement that are key to professional development and creating a successful organization.

Participant Takeaways

- » Identify what is going well and areas for improvement.
- » Receive anonymous qualitative and quantitative results of participant responses.
- » Receive a compiled assessment report with data analysis, graphs, and key recommendations for improvement.



BOARD ASSESSMENTS

Assessing the work of a board is a critical component of board governance. It allows for focused study of board performance. Through a customizable evaluation instrument, completed by individual board members, boards gain insight into their effectiveness in fulfilling essential functions and responsibilities.

Participant Takeaways

- » Identify where the board is performing well and where improvement is needed.
- » Receive anonymous qualitative and quantitative results of participant responses.
- » Receive a compiled assessment report with data analysis, graphs, and key recommendations for improvement.

CEO/PRESIDENT EVALUATIONS

Evaluation of the performance of a CEO or president in relation to their goals, tasks and responsibilities is instrumental to achieving organizational objectives. A survey is conducted to evaluate the CEO on perceived strengths, weaknesses and threats. From the results of the survey, suggestions are provided for improvement in key areas to assist the CEO or president be successful in leading the organization.

Participant Takeaways

- » Identify what is going well and areas for improvement.
- » Receive anonymous qualitative and quantitative results of participant responses.
- » Receive a compiled assessment report with data analysis, graphs, and key recommendations for improvement.

Assessments

COMMUNITY PERCEPTION SURVEYS

Engaging the community in gathering information and providing input on key decisions is essential in aligning priorities and allocating resources. Traditionally, this process has been used by K-12 school districts in seeking feedback from citizens on bond initiatives. This service can be expanded for use by local governments, not-for-profit organizations or others needing information that impact community projects.

Participant Takeaways

- » Develop strategies to effectively and efficiently gather input from community members and take appropriate actions.
- » Identify community needs and perceptions to assist in planning and budgeting.
- » Provide opportunities for the school districts or other organizations and community to work together to prioritize resource allocation.

EXECUTIVE LEADERSHIP EVALUATIONS

High-performing and effective teams rely on the strengths of individuals and require effective relationships between members of the team. This process engages the senior leadership team through a survey evaluating the organizational leaders on perceived strengths, weaknesses and threats. Suggestions are provided based on the results of the survey for ways in which the leadership of the organization can make improvements in creating a successful organization

Participant Takeaways

- » Identify what is going well and areas for improvement.
- » Receive anonymous qualitative and quantitative results of participant responses.
- » Receive a compiled assessment report with data analysis, graphs, and key recommendations for improvement.

Assessments

COMMUNITY HEALTH NEEDS ASSESSMENTS

It is crucial for the success of hospitals and health systems to assess the needs of the local community and find ways they can lead in addressing those needs. Through a survey, members of the community are engaged in a process of identifying key health related priorities and services needed to best address the community.

Participant Takeaways

- » Learn how to identify the health needs of the community.
- » Develop and implement strategies for improving the health of community residents.
- » Provide opportunities for the hospital and community to work together to address the community health needs.

ORGANIZATIONAL ASSESSMENTS

For-profit, nonprofit and governmental organizations require regular examination of operational practices and procedures that impact the overall effectiveness of the organization. Using a customizable survey studying the areas of organizational alignment, self-awareness and listening, leadership development, culture, high performance and retention/resilience, an organization is provided an understanding of strengths and weaknesses along with options to consider in areas of opportunity for change.

Participant Takeaways

- » Understand perceived organizational strengths and weaknesses as identified by members across the organization.
- » Receive a customized report with quantitative and qualitative results that offer insight on organizational performance as benchmarked against similar organizations.
- » Learn industry best practices to consider in enhancing the ability of the organization to implement change in areas of need.

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CONFLICT FACILITATION

Conflict can occur in any organization, at any time, under any circumstance, and between any persons or groups. When conflict occurs, it is important to recognize when outside help is needed. VI team members begin with a listening process aimed at identifying critical issues and concerns. We invite various stakeholder groups to be involved in the listening redirection of the organization and work with the leadership to create an organizational foundation that can support the future direction.

Participant Takeaways

- » Discover significant issues and set out time for expressing feelings.
- » Create conversation, shared vision, and civility based upon the mission and identity of the organization.
- » Receive monitoring, feedback and accountability for shared direction and reinforcement of positive behaviors.



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CRISIS COMMUNICATION

VI is equipped to help you communicate to key stakeholders in the midst of a crisis. A crisis is an event or series of events that prevent the normal functioning of an organization. These events may be isolated incidents or patterns of dysfunctional behavior which have spiraled out of control.

Participant Takeaways

- » Receive crisis communication plans to ensure that key stakeholders are involved, informed, and receiving consistent messages.
- » Learn how to implement an immediate crisis assessment process.
- » Receive proactive media assistance with a strong leadership component designed to increase confidence and lower stress.



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CRISIS MANAGEMENT

VI encourages leaders to engage the crisis productively and effectively, encouraging and helping to create short and long-term response plans.

Participant Takeaways

- » Receive a communication plan with flexible message strategies to account for the needs of different stakeholder groups.
- » Develop a crisis response plan to account for the crisis, daily operations, and future public relations.
- » Receive assistance in the development and implementation of organizational change programs to recover from crisis and reclaim organizational growth and vitality.

EXECUTIVE COACHING

Executives have a heavy workload as they pour into their staff and employees. To increase your effectiveness, it's vital to continually develop your own leadership, priorities and goals. Our coaches want to invest in the talent you already have and help you take it to the next level.

Participant Takeaways

- » Receive accountability and monthly check-ins from our team to help you spend focused time on personal and professional development.
- » Develop goals and areas for professional development through a leadership development plan.
- » Evaluate challenges and areas of concern and develop a plan for improvement.

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SUCCESSION PLANNING

Planning for the future is often left to chance while being crucial for organizational viability into the future. Prepare for the future of your organization by creating an action plan for inevitable retirement, departing employees, and other role changes. Work alongside our consulting team to walk through the development process and engage your organization in a planning process.

Participant Takeaways

- » Learn how to identify and develop leaders and key partners.
- » Understand the process that needs to occur internally as a transition nears.
- » Learn the steps in a search process to secure the best candidate.



Answers are found, not given.



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