



Effectability, LLC, Professional Development Hybrid Online Workshops

Hybrid online group formats includes two, one-hour facilitated Webinars spaced one week apart with prework and an assessment prior to the first session, hands-on homework in between sessions, and post-session application work with instructor feedback. Includes a one hour of one-on-one instructor coaching session for individual guidance.

Leading Through Change and Disruption

The only constant in life and work is change and that is especially true in this current business climate. A core component of a team leader's job is to lead a team through nearly constant change, motivating and energizing individual team members to move from the old way of doing things and inspiring them to embrace the new. A successful change effort depends on this and a leader's ability to paint and focus on a compelling picture of success, all the while managing the obstacles and roadblocks that crop up

After completing this workshop, participants will be able to:

- Identify and understand what drives change at their organization.
- Understand the behaviors and emotions different team members may exhibit during change and transition.
- Formulate strategies to lead each team member through the transition process and build a culture of resilience in your team.
- Establish a firm foundation for change by creating a sense of urgency, defining a clear vision and creating an effective communication plan.

Leading Through Challenge and Conflict

Conflict is an inevitable occurrence in the workplace. Left unresolved, the negative effects of workplace conflict include employee disengagement and turnover, work disruptions and project failure. Leaders need to be able to quickly identify the root causes of a conflict and employ strategies to effectively manage it and chart a path forward when it occurs. In this session, we'll explore the common sources of workplace conflict, including interpersonal style differences, and share strategies to keep conflict from escalating. We will discuss the pros and cons of different approaches to conflict and work through a conversation model to help you lead a constructive discussion to find a resolution and move a situation forward.

After completing this workshop, participants will be able to:

- Recognize how conflict can be both positive and negative and identify common causes of conflict in the workplace.
- Apply strategies to effectively manage challenge and conflict.
- Understand how differences in behavior styles might cause tension with another person, especially under stress, and effectively coach employees to recognize and manage style differences.
- Describe different conflict management approaches in order to better work together to reach a resolution to a conflict.
- Engage in a high stakes conversation to achieve a resolution that moves a situation forward while making the relationship stronger.

Creating a Culture of Civility and Respect

Disrespectful and uncivil behavior is on the rise in the workplace, costing businesses millions in lost productivity, lower quality and employee turnover. To address this growing problem, in this workshop we'll examine the concept of civil and respectful behavior and some of the possible reasons behind the trend. We'll share strategies organizational leaders and teams can employ to build and maintain a culture of civil and respectful behavior, and to address disrespectful or inappropriate behavior when they see it.

After completing this workshop, participants will be able to:

- Describe civil, respectful and inclusive workplace environments and behaviors.
- List possible sources and costs of disrespectful and uncivil behaviors (including bullying) in their workplace, and understand the benefits of a respectful, civil workplace culture.
- Examine their own behaviors to determine where they may be behaving in ways that are perceived to be disrespectful, bullying, uncivil or non-inclusive.
- Take steps to adapt organization systems and personal behaviors to establish and maintain cultures that are respectful, inclusive and productive.

Negotiation Skills for Everyday Issues

The ability to confidently and successfully negotiate is a critical foundational skill for anyone interested in building stronger relationships and moving things forward. During this session, we'll explore the reasons why negotiations succeed or fail and share strategies and a conversation model that will improve your change of success.

After completing this workshop, participants will be able to:

- Identify natural tendencies that will impact a participant's success, both positively and negatively, in a negotiation situation.
- Apply strategies that will improve your chances of success in negotiation.
- Apply a model for conducting a bargaining conversation that will make relationships stronger while coming to a wise agreement.

Building Resilience in Stressful Times

During times of uncertainty and change, leaders are challenged to both inspire high performance and encourage sustainable well-being for themselves and for their employees. This requires leaders to understand their own reactions to disruption and unexpected situations in order to adapt their approach to positively and effectively lead through the disruption. Leaders also need to pay attention to the causes and symptoms of stress in their team member's lives to be able to apply appropriate strategies to help each team member regain a sense of control and balance.

After completing this workshop, participants will be able to:

- Understand why it's important for leaders to pay attention to the wellbeing and sense of balance in their team members.
- Identify the different signs of stress individuals in their teams may exhibit under stress.
- Help their team members identify possible stress triggers and employ coaching strategies to help them turn pressure and tension into engagement and enthusiasm.

Creating a Culture of Collaboration

In today's business climate, the organization that figures out how to work across the aisle, see past cultural differences and dissolve departmental boundaries is the organization that will emerge successful. As the pace of business increases and change becomes continuous, organizations need to create spaces where everyone's ideas and knowledge can be openly and readily exchanged, better, faster decisions are made, and projects are smoothly implemented. In this course, we'll examine the organization systems and structures that can inhibit collaboration and share strategies to remove barriers to boost collaboration across the organization.

After completing this workshop, participants will be able to:



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- Identify structural and other barriers that inhibit collaboration in their organization.
- Take steps to encourage creative, inclusive and efficient problem solving and decision making.
- Find mutual benefit and purpose in situations where conflicting views, disparate goals and incongruent motives exist.
- Form project and functional work teams that are engaged and perform effectively right out of the gate and through the duration of the effort.