



# OUR POPULAR COURSES & PROGRAMS

## 2024-2025 CATALOGUE



# TABLE OF CONTENTS

## Our Approach to Courses and Programs

### The Studio Experience for Virtual Trainings

- **Leadership Development Categories**
  - Executive Leader
  - Team Manager
  - Project Manager
  - Individual Contributor
- **Team Development Categories**
  - High-Performance Team (HPT) Culture

- **Professional Development Categories**

- Communication Skills
- Interpersonal Capabilities
- Change Management Skills
- Well-Being Practices

- **Popular Development Programs**

- Executive Acumen Series
- People Manager Foundations
- Intact Team Psychological Safety Program
- 365 Performance Management

# OUR APPROACH TO COURSES AND PROGRAMS

## **TAILORED DESIGN TO THE NEEDS OF THE AUDIENCE**

We have a broad and deep catalogue of content that covers a wide array of topics related to the people side of business. But we also have an appreciation of the uniqueness of our clients' experiences and needs. Whether it's a single workshop or an in-depth program, we always seek to tailor our content and approach to the real-world dynamics of the participants.

## **INTERACTIVE FACILITATION**

Learning isn't just about sharing new information. Our team knows that for there to be an expansion of thought and evolution of capabilities, participants have to be actively engaged. Whether we are facilitating virtually or in-person, we design our programs to get participants' minds activated. We use dynamic activities, games, scenarios and discussions to bring the content to life for everyone.

## **INCLUDES PRACTICAL TOOLS AND RESOURCES**

A primary goal of our developmental events is to enable on-the-job application. In every one of our courses and programs, we embed tools, guides and frameworks that can be used to take what's learned in the session and integrate it into the work people perform.

## **AVAILABLE FOR VIRTUAL OR IN-PERSON DELIVERY**

We adapt the above principles to the format that best meets the needs of our clients. We are experienced in facilitating virtual, in-person and hybrid engagements.

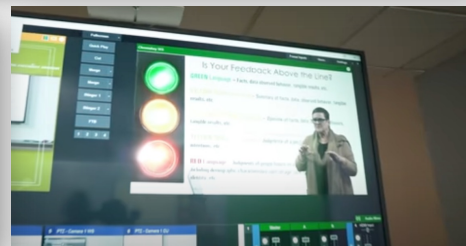
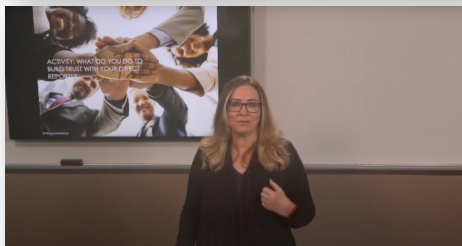


# THE STUDIO EXPERIENCE FOR VIRTUAL TRAININGS

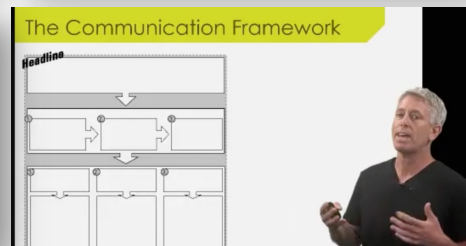


We recognize the critical role that virtual training plays in our clients' development efforts. The convenience, cost-effectiveness and scalability has significantly increased the demand for this method of training.

We ensure all of our virtual events have built-in group discussions and activities so our sessions are more than simply talking heads that lecture.



There are times when the virtual learning should align closer with the in-person training. Therefore, we offer a more engaging and interactive remote approach using our [Studio Experience](#). This format incorporates our on-site studio allowing us to offer a more captivating experience when conducting virtual workshops, team building events and coaching engagements.



**The Studio Experience** uses the advantage of intriguing visual elements, interactive backgrounds and professional video and audio broadcast beyond static virtual platforms to ensure the learning, content and facilitation create the participation and impact closer to an in-person training.

If you're planning on virtual training, consider adding this option as part of the experience.



# LEADERSHIP DEVELOPMENT CATEGORIES

# EXECUTIVE LEADER

Executive leaders have a different role than they've held in their careers up to this point.

This includes expanding from skills focused on team management to **running the business** of a function, department or segment.

A common challenge faced by senior leaders is **transitioning from a tactical leader to a strategic one**.

Our courses, programs and coaching services are focused on helping senior leaders **build the credibility** and **make the strategic impact** they need in this complex and elevated role.



## KEY TOPICS

### DEMONSTRATING EXECUTIVE PRESENCE

- Practice key behaviors that **build credibility** as a senior leader
- Establish a leadership brand to **foster trust**
- Model and develop **inclusive work environments** based on own **leadership style**

### UNDERSTANDING THE ROLE OF AN EXECUTIVE LEADER

- Determine **primary responsibilities** of an executive leader vs. a team manager
- Develop skills for **setting and driving strategic direction** for organizations
- Shift from people management to **leading leaders**

### PERFORMING AS A SENIOR LEADER TEAM (SLT)

- Discuss the **purpose** of an SLT
- Identify how to collectively make equitable decisions regarding **talent and resources**
- Determine key initiatives to work collectively to **bridge silos and drive efficiencies**

### BUILDING CULTURE & DRIVING CHANGE

- Discuss how SLTs can establish an **inclusive and high-performing** workplace culture
- Explore how to enable **organizational change**
- Determine how to use strategic communication to ensure organizational **clarity and connectivity**

# TEAM MANAGER

Team managers play a critical role in the organization. They **connect the big picture** of the organization's goals with the **day-to-day performance of the workforce**.

Critical skills and capabilities of a team manager are centered around **people management** that can be very different than the subject matter expertise that brought them to this leadership role.

Our courses, programs and coaching services are focused on helping team managers effectively lead their teams and bring out **the highest levels of engagement and performance** of their direct reports.



## KEY TOPICS

### UNDERSTANDING THE ROLE OF A TEAM MANAGER

- Clarify the **key responsibilities** of team managers
- Discuss how to use a **year-round performance management** process to support the team
- Identify how to foster an **inclusive and psychologically safe team culture**

### SETTING GOALS, DELEGATING & DEVELOPING

- Align the **big picture** with individual **goal setting**
- Develop **delegation practices** that evolve the team's capabilities
- Determine how to plan and budget for **team development needs**

### BUILDING A FEEDBACK & COACHING CULTURE

- Review how to develop a culture of '**above-the-line**' **feedback** that ensures two-way dialogue
- Work through **common coaching challenges**
- **Adapt coaching and management style** to fully engage each team member

### BUILDING TEAMS

- Explore **interviewing and onboarding practices** for a diverse, inclusive and equitable team
- Develop key practices and commitments for a **high-performance team culture**
- Address team **dynamics and challenges**

# PROJECT MANAGER

Project managers often serve as the glue for critical change initiatives that **impact several areas of the organization**.

They have the unique challenge of leading workstreams and project team members with little to no direct decision-making power. They have to rely heavily on their **ability to influence change, manage expectations and inspire commitment**.

Our courses, programs and coaching services are focused on helping project managers navigate the **dynamic and often gray areas** of managing projects and indirect reporting relationships.



## KEY TOPICS

### UNDERSTANDING THE ROLE OF A PROJECT MANAGER

- Clarify the **role** of project managers
- Discuss how to use **systems, structures and tools** to set projects up for success
- Review the **critical milestones and skills** of successful project management

### INFLUENCING FOR COMMITMENT

- Determine key opportunities for influencing **commitment and change**
- Practice communicating **recommendations and requests** that engage decision makers
- Develop **options** and work through roadblocks

### DRIVING CHANGE

- Gain clarity regarding how people **process and engage with change**
- Integrate **interpersonal strategy** within project plans
- Identify how to **coach others through resistance**

### PLANNING FOR RESOURCES

- Conduct **effective needs assessments** throughout the life of the project
- Practice **pitching and negotiating** for talent and resources
- **Manage expectations** based on goals

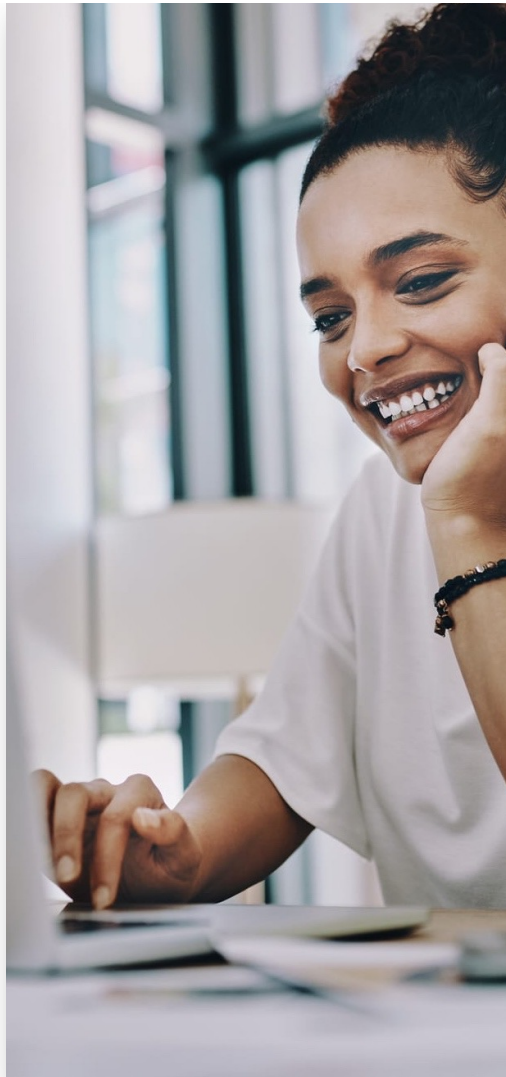


# INDIVIDUAL CONTRIBUTOR

Individual contributors are the **backbone of an organization's success**. They have the closest connection to the client and customer base.

The skills needed are diverse and based on the **unique roles and experience levels** of each person. However, there are common topics that individual contributors can benefit from understanding.

The development often focuses on how to make it easier for them to bring their **full selves to the job, collaborate** with others and carve out their own **career path**.



## KEY TOPICS

### SETTING & MEETING GOALS

- Set goals that align with the bigger picture and inform day-to-day performance decisions
- Drive performance discussions to gain feedback, surface issues and gain support needed
- Manage own performance for quality results

### DRIVING CAREER PLANNING

- Build **work-life alignment** into career planning
- Clarify **career goals**, desired impact and motivational needs
- Collaborate with key partners to **plan for growth and development**

### WORKING WITH OTHERS

- Flex **communication styles** to build trust
- Collaborate across workplace silos to **foster inclusivity** and develop holistic solutions
- Engage in productive **conflict** and enable **psychological safety**

### MANAGING ENERGY

- Practice **prioritization and boundary management** to enable productivity and efficiency
- Use tools to organize, track and deliver **quality results**
- Schedule time to **align with energy levels**



# TEAM DEVELOPMENT CATEGORIES

# HIGH-PERFORMANCE TEAM (HPT) CULTURE

Team dynamics can make or break the success of a business. But many teams fail to fully benefit from the diverse talents and perspectives of its team members. We can support development efforts for evolving the team's skills and performance dynamics.



## KEY TOPICS

### BUILDING HPTs

- Understand the **different phases** of team growth
- Foster **team cohesiveness** by embracing individual diversity
- Commit to **ways of working** to enable effective communication, trust building and performance

### COLLABORATING ACROSS ALL LINES

- Assess **individual skills** for and resistance to collaborating in the workplace
- Identify how collaboration practices enable **speed, integration, innovation and flexibility**
- Build an action plan for **bridging primary silos**

### DEMONSTRATING CULTURAL INTELLIGENCE

- Recognize and analyze examples of **bias in the workplace**
- Discuss how to work more effectively with and through **cultural differences**
- Demonstrate **inclusive communication**

### FOSTERING INNOVATION

- Combine creative exploration with analytical rigor
- Develop, test and iterate concepts based on **identified needs**
- Apply **design thinking** to business modeling and strategy



# PROFESSIONAL DEVELOPMENT CATEGORIES

# COMMUNICATION SKILLS

Regardless of titles, all of us can benefit from developing our communication skills. In fact, it's a skill set that requires ongoing practice and fine tuning. There are common scenarios that all professionals should focus on continuously developing.



## KEY TOPICS

### MANAGING MEETINGS

- Plan for and facilitate **effective and impactful** meetings
- Navigate **challenging meeting dynamics**
- Ensure presence and participation supports the goal and a **productive outcome**

### DEVELOPING PRESENTING SKILLS

- Understand how to **package information** to fully engage the audience
- Use own **strengths to inspire trust** from others
- Practice communicating with **clarity, passion and confidence**

### REFINING BUSINESS WRITING

- Structure messages that are **easy to digest** and **inspire action**
- Balance **visual appeal with credible content**
- Master **writing principles** to convey the needed tone, urgency and relationship building elements

### APPLYING PERSUASION & CASE MAKING

- Build persuasive **business cases** balanced with facts, data, purpose and benefits
- Practice **listening and nonverbal behaviors** that invite reciprocity and understanding
- Leverage **storytelling** to engage audiences

# INTERPERSONAL CAPABILITIES

Communication is a critical aspect of interpersonal dynamics, but it goes much deeper. Our ability to develop and deepen our working relationships includes fostering self-awareness, adopting productive mindsets and responding effectively to situations outside of ourselves.



## KEY TOPICS

### USING POSITIVE SITUATIONAL FRAMING

- Develop greater awareness of how **thoughts are impacting behaviors**
- Practice **framing situations** to engage the full capacity of the mind
- Embrace reality while **fostering resourcefulness**

### NAVIGATING CREATIVE CONFLICT

- Review how we process conflict and what causes **emotional defensiveness**
- Practice shifting from defensiveness to **objectivity**
- Process emotions to enable an authentic focus on a **mutual solution**

### APPLYING EMOTIONAL INTELLIGENCE

- Discuss the **elements of emotional intelligence**
- Identify how these elements impact our **reputation and performance**
- Develop **deeper self-awareness** of how our behaviors affect others

### DISCUSSING CHALLENGING DYNAMICS

- Explore **best practices** for addressing challenging interpersonal dynamics
- Practice facilitating a dialogue that supports the **psychological safety** of all involved
- Identify own **communicate needs**

# CHANGE MANAGEMENT SKILLS

Change happens on a more escalated level and with greater frequency than it has in the past. Each person impacts how effectively an organization can achieve positive change, adapt to outside elements and proactively create the impact needed to succeed.



## KEY TOPICS

### NAVIGATING THE HUMAN SIDE OF CHANGE

- Review the **key stages** that individuals go through when faced with a change they didn't expect
- Practice **identifying and supporting** different needs for transitioning through change
- Determine **practices to adopt** for self and others

### USING V.U.C.A. TO WORK THROUGH CHANGE

- Apply the V.U.C.A. model to navigate **volatility, uncertainty, complexity and ambiguity**
- Identify how to navigate the **risk and reward**
- Review how to make **effective decisions** with limited information and certainty

### THRIVING THROUGH UNCERTAINTY

- Review the difference between a **surviving vs. thriving** mindset
- Discuss how to leverage both resilience and **resourcefulness to create results**
- Assess own approach to **'farming' and 'hunting'**

### SUPPORTING CHANGE INITIATIVES

- Explore the **different roles** we can play during change initiatives
- Discuss how to **effectively engage** as a change leader, stakeholder, team member and sponsor
- Review key **change communication practices**

# WELL-BEING PRACTICES

Burnout is just the tip of the iceberg when it comes to problems that come from an over-burden of negative stress and workload. It's critical for leaders to support and enable corporate wellness. It's as important for each individual to engage in self-care practices.



## KEY TOPICS

### ENGAGING POSITIVE STRESS

- Review the **science behind stress** and its impact on our well-being
- Discuss how to **get the most out of adversity** and challenges in the workplace
- Minimize the **negative impacts of stress**

### PREVENTING & PROCESSING BURNOUT

- Discuss **common causes** of burnout
- Assess the **symptoms** of oncoming and deep levels of burnout
- Review best practices for **preventing and resolving** burnout in self and others

### ENSURING WORK-LIFE ALIGNMENT

- Assess own work-life alignment criteria and levels
- Develop a **personalized roadmap** to ensure increased energy, health and satisfaction
- Identify **boundaries and conversations** needed to reinforce alignment

### BEING RESILIENT & RESOURCEFUL

- Identify the roles that **resilience and resourcefulness** play in thriving
- Practice reframing situations to engage your mind's **creativity and optimism**
- Plan for taking **positive action**





# POPULAR DEVELOPMENT PROGRAMS

# EXECUTIVE ACUMEN SERIES

Senior leaders need a different approach to their development. Not only do they require different skills to do the job, there needs to be opportunities to immediately apply those skills. A critical area for application is collective decision-making and action within the context of the senior leadership team. Our executive acumen series includes **360 feedback, 1-1 coaching, real-world application and integration into daily operations**. Below are the core topics we include in this tailored series.

## MODULE 1 – CLARIFYING THE EXECUTIVE LEADER ROLE

- Review the critical responsibilities of senior leadership roles and how they differ from the team manager role
- Discover the impact and leadership effectiveness through 360 feedback
- Establish a leadership brand based on strengths and capabilities

## MODULE 3 – DEVELOPING ORGANIZATIONAL INFLUENCE

- Establish executive presence to drive cross-functional change
- Collaborate as a collective senior leadership team to drive comprehensive results
- Operate as a global leader by assessing diverse regional needs and cultural nuances

## MODULE 2 – SETTING AND DRIVING STRATEGIC IMPACT

- Carve out the future through strategic visioning
- Assess current state to establish a credible strategic plan for the business unit
- Lead a team of teams by establishing a high-performance culture

## MODULE 4 – ENABLING ORGANIZATIONAL CHANGE

- Communicate to connect the dots of the bigger picture and foster cross-functional cohesion
- Enable effective team decision-making and collaboration
- Ensure organizational goals include planning for the human side of change and development

[Contact us](#) to discuss your unique executive development needs.

# PEOPLE MANAGER FOUNDATIONS

One of the most common development needs in any organization is to develop the people skills of its people managers. This can include new managers, seasoned but untrained managers and managers wanting to evolve their capabilities. We offer this program to help establish the foundational skills needed by anyone engaging in the profession of leading others.

Below are the main topics we recommend covering in the program. Our approach to the design and implementation is focused on increasing retention of skills, practical application on the job and providing opportunities to receive feedback.

[Contact us](#) to discuss your unique people manager development needs.



UNDERSTANDING  
THE ROLE OF A  
MANGER

FLEXING  
MANAGING  
STYLES

SETTING  
STRATEGIC  
GOALS

USING  
DELEGATION FOR  
DEVELOPMENT

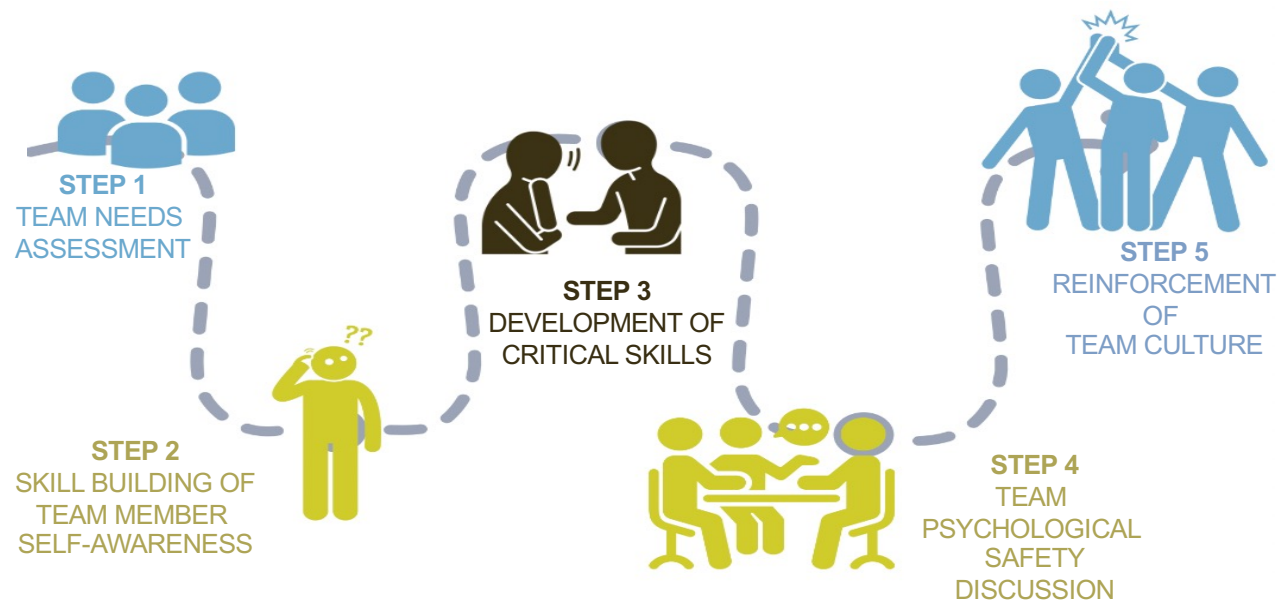
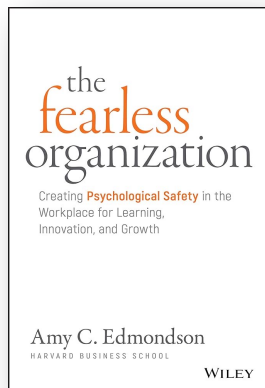
LEADING  
THROUGH  
CHANGE

CREATING A  
FEEDBACK &  
COACHING  
CULTURE

# INTACT TEAM PSYCHOLOGICAL SAFETY PROGRAM

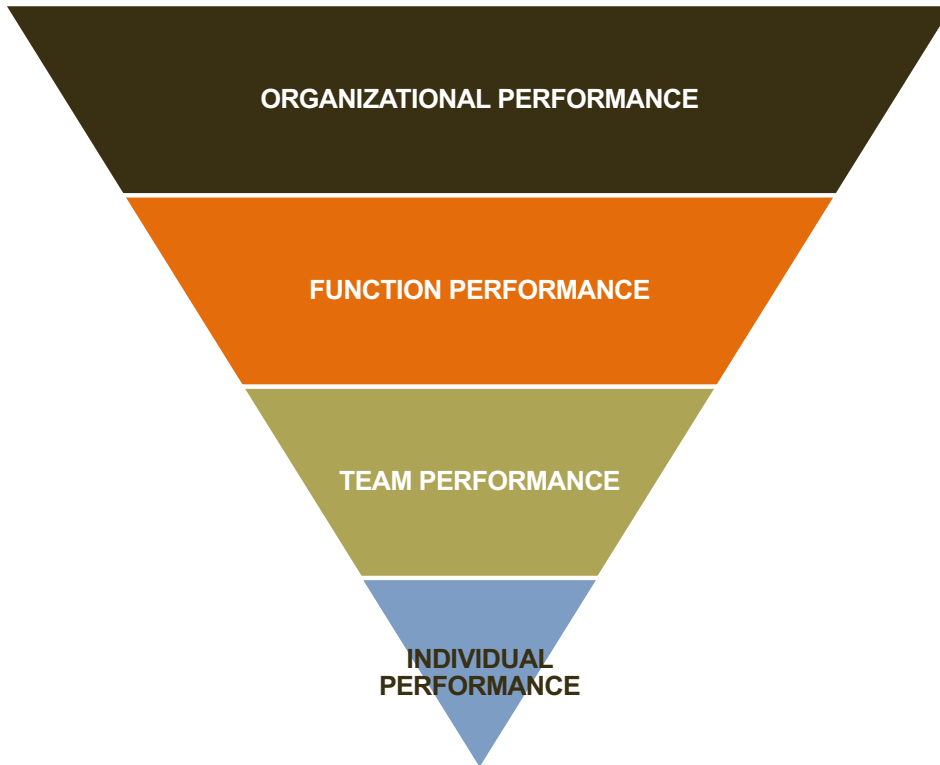
Team development often requires a deeper exploration into how people feel about the established team culture. This goes beyond the surface topics that tend to focus on best practices. This program is based on Amy Edmondson's book, "The Fearless Organization," and is designed to create a foundation of trust and understanding so that team members can share their authentic concerns and experiences. This can help resolve conflicts that are eroding team performance and feelings of inclusion. It can help foster greater self-awareness around how we are impacting one another and how to commit to fostering a supportive, collaborative and inclusive team culture.

[Contact us](#) to discuss how we can support evolving the psychological safety levels within your team.





# PERFORMANCE MANAGEMENT



We can help your organization create truly meaningful and impactful performance management throughout the organization. Our approach focuses on a **year-round** cadence that is rooted in **quality and intentional dialogue**.

We explore all four levels of performance management from organizational to individual performance. This way it effectively informs critical decisions such as **assessing performance**, **assigning performance ratings** (if applicable), **making merit decisions** and **creating and aligning job opportunities**.

Ideally, when the cornerstone conversations are being had in a consistent manner throughout the year, the data that is harvested is more reliable and less biased. This enables effective planning processes in the areas of **talent, succession, resources** and **development**.

[Contact us](#) to discuss how we can support developing a modern and best-in-class performance management process.

## CONTACT US

(818) 907-1178

tea@theexecutiveadvisory.com

[theexecutiveadvisory.com](http://theexecutiveadvisory.com)

16830 Ventura Blvd #343, Encino, CA 91436, USA



FOLLOW US:



[The Executive Advisory, LLC](https://www.linkedin.com/company/the-executive-advisory-llc)



[@theexecutiveadvisory](https://www.instagram.com/theexecutiveadvisory)



[The Executive Advisory](https://www.youtube.com/channel/UC...)