

# Virtual Leadership Academy

TWO OPTIONS: PUBLIC (OPEN ENROLLMENT) OR PRIVATE (FOR JUST YOUR LEADERS)

## Is the virtual Leadership Academy Right For Your Leaders (or yourself)?

- 1) Are leaders self-aware of their **behavioral and leadership tendencies**?
- 2) Are leaders effectively able to lead out of a crisis and do they have the special skills to **lead remotely**?
- 3) Are leaders familiar with **supervisory laws** & practices, including leave requests?
- 4) Are leaders effectively **communicating** and **collaborating** for results?
- 5) Are **coaching** and **performance** discussions **engaging** and **goal-oriented**?
- 6) Are leaders able to navigate **teams** through **change** and turmoil?

This program has been designed for all leaders, especially for those needing to lead others remotely. It is facilitated by an Employers Group instructor from **8:30am-12:30pm (Pacific)** once per week for eight weeks (breaks will be provided). **Trainees must be able to access Zoom to participate in this program.**

### Registration Includes:

- Eight highly-interactive facilitated small group sessions (via Zoom). To participate, each attendee will need a (1) web connection, (2) web camera-enabled computer, and (3) two-way audio via computer or phone connection.
- Access to a one person, one-year license to 75 eTraining courses via eTrainingPortal.com. Supervisory law will be assigned as pre-work from eTrainingPortal. All other courses are available for self-enrollment (complimentary).
- One behavioral assessment, which is shared directly with the participant.
- Materials for eight (8) courses, including job aids, reports and resources **PLUS** Supervisory Law (mailed to attendees via USPS).
- Electronic certificate will be provided upon completing the eight virtual instructor-led training (VILT) sessions.

**Pre-Work** Completion of a **Behavioral Assessment** (administered by us).

#### eTrainingPortal.com Access & California Supervisory Law

Participants will have access to the entire training catalog at **eTrainingPortal.com** for one year. Since this development option is included, a suggestion would be for employers to identify additional topics that would be beneficial to the participant and have the participant self-enroll in any of the included courses. A completion certificate is available to the trainee upon completion of each course, which can serve as documentation. California Supervisory Law will be assigned to each learner prior to the program starting. Law will not be reviewed during the instructor-led portion of the program

[Click Here for Employer Eligibility](#)

### Public Event

**Dates** 8:30am-12:30pm PDT each day

**September 9** Leading Others / Leadership Behavioral Style

**September 16** Communicating for Interpersonal Success

**September 23** Collaborating and Handling Conflict

**September 30** Coaching for Performance and Engagement

**October 7** Managing Performance and Goal Setting

**October 14** Engaging and Retaining Your Talent

**October 21** Dealing with and Leading Change

**October 28** Getting Results from Your Teams

#### Program Registration: Per Person

(Eight, 4-Hour Sessions)

(Access to 75-eTraining modules)

(Behavioral Assessment)

\$975 Employers Group / EverythingHR Member

\$1175 Non-Member. **Join and Save**

*EverythingHR.com memberships are as low as \$95 per month*

**State-Funding.** A state funding rebate (\$490-\$560 per trainee) may be available to eligible employers after each trainee completes the program. Prepayment of the registration fee is required. See term below or call 213-999-3941 with questions about the state rebate.

Complete Attached Registration Form

Email to

[training@employersgroup.com](mailto:training@employersgroup.com)

### Private Event

**Dates**

Contact us to customize, schedule, and deliver a program for just your leaders

### Promotions (through 12/31/2020)

- **Register 6**, 7<sup>th</sup> attendee is free in this public virtual leadership program
- **Register 17**, get 3 free and we will customize, schedule, and delivery just for your leaders!

**\*State Training Rebate:** (1) Apply at [www.employersgroup.com/StateEligibility.html](http://www.employersgroup.com/StateEligibility.html), (2) Register anyone who earns \$20.00 to \$75.00 per hour (some exceptions allowed) who are/will remain employed full-time during and 90-days after training, and (3) who will complete at least 8 hours of training. Then, only hours attended will be eligible for the rebate at \$17.40 to \$20.00 per hour depending on employer eligibility. Request rebate form from [training@employersgroup.com](mailto:training@employersgroup.com) or call 213.999.3941.





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## Public or Private Program Registration

This registration confirms that the company named below will register the following individual(s) to attend Employers Group's upcoming virtual LEADERSHIP ACADEMY COURSEWORK. Once this registration is processed there is NO REFUND. Substitutions may be granted prior to materials being sent, which is approximately one week prior to program start. For private events, once dates are scheduled, they may be rescheduled (without penalty) with a one-month notice; otherwise, a 50% pro-rated rescheduling fee will be charged to reschedule impacted sessions. If interested in the STATE REBATE, please email [training@employersgroup.com](mailto:training@employersgroup.com) or call **213-999-3941** (This form is valid until 12/31/20)

Fee Type (listed amount is per attendee)	Members	Non-Members
<b>Program Registration</b>	\$975	\$1175

### Promotions (through 12/31/2020)

- **Public Event:** Register 6, 7<sup>th</sup> attendee is free in this public virtual leadership program
- **Private Event:** Register 17, get 3 free and we will customize, schedule, and deliver a program for just your leaders

In the space below, indicate the individual(s) you would like to enroll into the program. Once the enrollment is approved, the individual will be invited to register for the upcoming session via Zoom. We will also ask the individual where they'd like materials to be sent. The company contact registering the individual(s), if any, will be copied on correspondence.

Type Registrant Name(s)	Type Email Address(es)	Start Date / Date(s)	Fee \$
		<b>Total:</b>	

<b>Print Company Name &amp; EG/EverythingHR Member ID # (if applicable)</b>	<b>Company Contact Person Phone Number</b>
<b>Company Contact Person &amp; Title (copied on correspondence)</b>	<b>Company Contact Person Email Address</b>
<b>Authorized Company Representative Name &amp; Title</b>	<b>Authorized Company Signature</b>

### PRE-PAYMENT IS REQUIRED FOR THE VIRTUAL LEADERSHIP ACADEMY

<b>Check</b>	Mail to: EG Training, 400 Continental Blvd., #300, El Segundo, CA 90245. Registration not processed until check received.	
<b>Credit Card</b>	Card Type & #	
	Name on Card	
	Signature	
	Expiration Date	
	Authorization Code	
Please call me at the number listed to the right for my credit card information.		

**Return via scan/email to [training@employersgroup.com](mailto:training@employersgroup.com) or fax to 213.226.0216**

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## COURSE DESCRIPTIONS

**PRIOR TO ATTENDING:** Completion of a **Behavioral Assessment** (administered by Employers Group).

### **ACCESS to SUPERVISORY LAW and 70 other courses via eTRAININGPORTAL.COM for one year**

For one-year, participants will have access to the entire training catalog at **eTrainingPortal.com**. Since this development option is included, a suggestion would be for employers to identify additional topics that would be beneficial to the participant and have the participant self-enroll in any of the included courses. A completion certificate is available to the trainee upon completion of each course, which can serve as documentation. **California Supervisory Law** will be assigned to learners prior to the start date. Description: All it takes is to say something wrong, ask the wrong question, fail to say something or take action to put the company and even the leader at risk. As an "agent" of the company, it is in everyone's best interest to ensure that supervisors be aware of the laws that impact their jobs and their teams. This online eTrainingPortal.com module covers the TOP TEN practices of California and federal employment law.

### **Leading Others / Leadership Behavioral Style.**

Leaders should inspire, motivate and empower those around them. This can be very challenging for virtual teams or leaders that are leading remotely. The best leaders must have a "Leadership Mindset" and possess self-awareness and skills to manage and perpetuate an environment where people are encouraged to take initiative and assume greater responsibilities. This course along with behavioral assessment results help leaders get aligned with the values of great leaders and to get started with the behaviors that reflect those values. Results of the PI Behavioral Assessment will be reviewed during this session.

### **Communicating for Interpersonal Success.**

Communication is key and that is why it is part of every leadership development program. This foundation course focuses on the essential interpersonal skills that are critical to leadership success. These essentials are the core behaviors that leaders need to be effective in situations they handle on a daily basis, such as coaching, delegating, and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to create action to achieve business results. They will also learn how to provide feedback that recognizes and motivates individuals and teams as well as developmental feedback to help others get back on track.

### **Collaborating and Handling Conflict.**

Today's business environment challenges individuals to increase productivity, improve quality, shorten cycle time, reduce costs, and improve customer satisfaction. These imperatives require everyone to communicate more effectively, collaborate with each other and deal with conflicts that may arise. Using the right words, body language, and listening skills are critical skills required by everyone within an organization. This course teaches the practical tools that every individual within an organization can use on a daily basis to communicate more effectively and respectfully, build connection & trust, encourage collaboration, to deal with conflict. Includes a communication styles assessment.

### **Coaching for Performance & Engagement.**

Participants learn about employees' need for proactive and reactive coaching. Utilizing four coaching techniques, learners will have more effective and efficient interactions to get direct reports back on track or achieving greater success and employee engagement levels. Since both reactive and proactive coaching and engagement discussions can be challenging, participants practice their new skills by using their own situations making the course especially relevant to them. Individuals engage in one-on-one skills practice via breakout sessions. (Serious performance issues are addressed in a separate course, which is not part of the virtual leadership academy. Contact us for details.)

### **Managing Performance Goal Setting.**

People are more engaged and strive for better results when they feel ownership of their working both the process and the outcomes. Often, leaders fail to engage and reinforce this sense of ownership in performance management discussions. This course will show the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds ownership with the employee and frees up time for leaders to focus on coaching and developing throughout the performance cycle. Leaders will experience how to use effective (SMART) goals to help their employees track progress and fairly evaluate outcomes.

### **Engaging and Retaining Your Talent.**

This course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversations" and "retention conversations." They explore ways to offer recognition and create an engaging environment using no-cost "everyday engagers."

### **Dealing with and Leading Change.**

Leaders must effectively communicate and implement change within the workplace so they can avoid the problems that plague 70% of failed change initiatives. This course provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three Change Accelerators to turn resistance into commitment and inspire team members to take ownership of change.

### **Getting Results from Your Team.**

Managers can misdiagnose the root causes of team, department or line conflict or less-than-optimal performance when they consider only the capabilities or character of individual team members. Often there are more systemic conditions that undermine a team's cohesiveness, collaboration, or ability to achieve results. This course focuses on how leaders can work with their teams, lines or departments to build the infrastructure that enables maximum performance. Leaders gain experience in diagnosing and apply the five Team Success Factors -- Results, Commitment, Communication, Process and Trust.

**Want a solution just for your leaders?**

**213.999.3941**

[training@employersgroup.com](mailto:training@employersgroup.com)



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