

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

Upon request, 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	
October 22	Leading Others / Leadership Behavioral Style
October 29	Communicating for Interpersonal Success
November 5	Collaborating and Handling Conflict
November 12	Coaching for Performance and Engagement
November 19	Managing Performance and Goal Setting
November 26	THANKSGIVING – NO CLASS
December 3	Engaging and Retaining Your Talent
December 10	Dealing with and Leading Change
December 17	Getting Results from Your Teams

Private Event Dates

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

Enrollment Fee: Per Person*

(Eight, 4-Hour Sessions)

- \$250* Employers Group / EverythingHR Member
- \$450* Non-Member. **Join at EverythingHR.com** for just \$95 per month and save on this registration.
- \$975 Regular Registration for Members (\$1175 otherwise)

**State-Funding. Per state requirements: Trainees must attend each entire session and actively participate and be on camera; otherwise, the employer will be charged \$100 for each session that is not attended.*

Complete Attached Registration Form

Email to

training@employersgroup.com

Promotions (through 12/31/2020)

- **Register 6**, 7th 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 Funding:** (1) Apply at 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. Complete attached registration form and return to training@employersgroup.com or fax to 213-226-0216. We will invoice for the enrollment fee.





Virtual Leadership Academy

Public or Private REGULAR 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**, complete the supplemental registration form per trainee. Call 213-999-3941 with any questions (This form is valid until 12/31/20)

Promotions (through 12/31/2020)

- **Public Event:** Register 6, 7th 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

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

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 \$
Total:			

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

PRE-PAYMENT IS REQUIRED FOR THE VIRTUAL LEADERSHIP ACADEMY

Check	Mail to: EG Training, 400 Continental Blvd., #300, El Segundo, CA 90245. Registration not processed until check received.	
Credit Card	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 or fax to 213.226.0216

State-Subsidized Registration Form



Complete one registration form for each STATE-SUBSIDIZED registrant. Since this is a state-funded program, which is based on performance (training, employment, and wage), the state will verify employment and wage via EDD records based on the CEAN/EDD number that has been approved by Employers Group. As such SSN, wage information, and all other **information listed below is required.** If required information is not provided, this registration will not be processed. **Type, Save/Print, Sign/E-sign, and return.**

Leadership Academy Location	VIRTUAL via ZOOM		Academy Start Date	October 2020
Employer Name				
Registrant SSN (999-99-9999)				
LAST Name				
FIRST Name			Middle Initial	
Attendee Email				
Address Where to Mail Materials:				
Job Title				
Ethnicity Numeric Code Asian (5) Native American (4) Black (2) Pacific Islander (6) Filipino (7) White (1) Hispanic (3) Other (8)	Education Numeric Code Eighth Grade or Less (1) Some High School (7) High School Graduate (2) GED (3) Some College (4) College Graduate (5) Post-College Graduate (6) Do Not Know (2)			
Gender M, F, or N (non-binary)			Veteran Y, N, or U (unknown)	
Disabled Y, N, or U (unknown)			Trainee Home Zip Code (5 digits)	
Birth Numeric Code Less than 25 (1) 45 to 54 (4) 25 to 34 (2) 55 to 64 (5) 35 to 44 (3) 65 or more (6)			Hire Date	
			Hourly Wage (yearly salary divide by 2080 work hours) (if healthcare is needed to meet wage requirement, enter that amount too)	

Terms of Registration. \$250 must be paid as an enrollment fee. The trainee listed above must:

- Be employed full-time (35+ hours per week) during training and 90-days after training.
- Complete all published sessions of the Leadership Academy in which they are registered (no make-ups or transfers permitted). Missed sessions will be invoiced at \$100 per trainee per missed session.
- Earn an hourly wage of **at least** \$19.05 for Los Angeles, \$18.39 for Orange, \$20.00 for Bay Area counties, \$18.34 for San Diego, Sacramento, and all other CA counties. **The maximum wage for this program is \$85.** Up to \$2.50 of employer-paid health benefits may be included to meet the hourly wage requirement and if trainee wage is below, indicate the healthcare amount above. CA residents on payroll only. VP-level and above positions are not eligible for state funding.

The State will reimburse Employers Group for only those hours attended for trainees that meet terms above. There are no refunds on any amount paid by employer. Attendee substitutions are permitted but may only be processed before materials are mailed. Any invoices must be paid within 30 days. Make-ups and transfers are not available under the terms of this registration.

This Agreement, Registration and Registration Fees/Rebate are Authorized on behalf of Employer by:

Signature	
Name* & Title	
Email	
Phone	
Company Name*	
Full Company Address*	

* you will be copied on the confirmation email that will be sent to attendees to remind trainee of enrollment.

Return to jhull@employersgroup.com or fax to 213.226.0216

Virtual Leadership Academy

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



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