

Accelerated Leadership Certificate



A Complete Learning Solution

This innovative certificate program in Leadership provides an interactive and practical sharing of leading practices, ideas, techniques and overall competencies you need in order to lead projects and programs effectively and productively in complex organizations. The three pillars of Theory, Practice, and Application will be incorporated into the learning experience.



- Practical Examples and Case Studies
- Highly interactive and participative
- Fun and Enjoyable learning experience
- Ability to apply learning to your world
- Sufficient time provided for reflection

This program will enable you to use and understand the methods, techniques and language of the various competencies required for successful leaders at a complex organization such as yours. This Certificate in Leadership is ideally suited to the needs and aspirations of both those who are new to a leadership role and those who are experienced yet can benefit to expand their knowledge and refresh their competencies.

To complete this program, you must attend all modules. These modules are completed over a 3 day intensive learning period. A follow up retrospective and sharing session will be scheduled for the participants to regroup a few months after completion of the program to share experiences.

Leading Individuals and Teams

You will learn the skills necessary to develop high performing team members and high performing teams, how to create a culture of effective communications, and how to manage cross functional teams. You will take away an arsenal of practical tips and techniques to enhance success. The project manager must be able to effectively lead cross functional teams, learn how to improve productivity, and how to motivate team members to achieve more.

- How leadership methods can-and should-differ, depending upon needs
- Identify key elements of successful leaders
- Understand how leadership is related to the team lifecycle
- Strengthen your team leadership and motivation skills
- Identify key attributes of high performing teams
- Learn strategies for team building and performance

Coaching for Success

This module focuses on developing the skills that successful coaches use to enhance productivity. The focus in this module is in developing effective and formal coaching plans for both individuals and teams, providing effective feedback, and developing trust. As part of the coaching module we will also explore a personal element of coaching yourself and your team specifically for more effective time management and multi tasking.

- Learn key coaching concepts and best practices
- How to identify coaching opportunities
- An easy to use coaching process
- How to develop a coaching plan formally
- Providing effective feedback as part of the coaching process
- How to monitor the success of your coaching efforts
- How to deal with many types of difficult people in your projects
- How to unhook from difficult people using 4 strategies
- Coaching leaders: don't forget you're A players
- Using concepts of coaching to improve personal and team processes
- Be your own coach and develop effective time management skills
- Improve your own and your teams process for prioritization

Essential Facilitation for Leaders

Facilitating is an essential skill for project managers and is often a root of inefficiencies and wasted time and energy. By including insightful knowledge of critical thinking, group facilitation and decision making, you will have innovative new tools at your disposal as you facilitate various situations in your own work. This module will help you to have more successful group interactions by learning specialized skills, techniques, and by significant hands-on practice.

- Use process tools to facilitate more effective meetings and workshops
- The five stages of thinking (Critical thinking)
- Effective generation of ideas and converging on the best option
- The role of conflict in innovation / divergent and convergent thinking
- The use of lateral thinking and vertical thinking
- Design effective outcome oriented project meetings
- Facilitating effective problem solving
- Deal with difficult participants and learn effective strategies
- Learn how to record your meeting effectively during and post meeting
- Develop facilitation skills to ensure your meeting reaches objectives

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A Complete Learning Solution Provider

What's Different and Unique About This Program?

- Topics were specifically chosen to help you succeed within a challenging Matrix environment
- You will have ample opportunity to practice through role plays, simulations, and case studies



Influencing Without Authority and Stakeholder Management

This module integrates all the processes that are required when there is a need to manage stakeholders effectively and influence without authority. You will learn proven skills and techniques to obtain what you require, probe, and discover the needs, wants, and drivers of stakeholders (internal and external), and reach outcomes that are beneficial to all. You will also learn specific techniques to help you in raising your influence and discover new power bases you may not have leveraged before. The skills taught in this module are especially beneficial if you work on projects in a matrix environment.

- Basic principles of negotiation, including principled negotiation
- How important are relationships in managing stakeholders
- Questioning techniques to solicit information and learn about others
- Strategies for influencing without authority and raising your influence
- How to obtain commitment and buy-in from your stakeholders
- How to develop Stakeholder maps and analyze the results
- How to customize and adapt communications for different audiences & teams
- How to influence decision making and prioritization

Organizational Change and Readiness

The ability to understand and manage change is an essential skill for project and program managers. We teach you how to take into account organizational change management needs in your activities to ensure acceptance. The importance of acquiring the knowledge and tools for changing organizations successfully cannot be overemphasized. This module covers specific concepts, theories and tools that can assist those entrusted with the task of leading organizational change. Among other topics, the module will focus on the politics of change, successfully leading change efforts, downsizing, restructuring and reengineering, and organizational adaptation.

- Understand change and resistance from an individual and organizational level
- Recognize the signs and symptoms of resistance
- Improved ability to manage specific change projects and programs
- The drivers of change and the models of organizational change
- The ability to apply change leadership tools, theories, and models
- Identify the issues of power, politics, fear and loss
- Learn different techniques and interventions
- Learn practical skills and hands-on tools for planning large-scale change
- A change leadership action plan
- The ADKAR concept of the stages of change

Learning Methods Used

This program incorporates a variety of learning methods to help you get the most of your time spent with us. These include:

- Encouraging the Heart—Video presentation
- Groupthink: NASA Challenger Re-enactment
- Working With You is Killing Me—Video presentation
- Leadership Case Study—class discussion that will surprise you
- Templates and worksheets you can use back on the job to help you
- Facilitation of discussions among participants to also learn from each other
- Role playing and Simulations to help apply new techniques

You Will Leave With ...

- **Feeling of empowerment knowing you have learned practical tips and techniques you can really use**
- **A toolkit of strategies and tactics you can use when you find yourself in difficult situations**
- **A personal action plan and steps you can follow up after the program**

Bay3000 Corporate Education

We collaborate with our clients to significantly improve business and operational performance by allowing organizations to focus their workforce on their core business functions and leveraging our training and learning expertise.

Bay3000 is one of the leading learning services providers in North America. Providing a full range of learning services—from content development to comprehensive outsourcing of the learning function— Bay3000 designs each solution to meet the specific needs of an organization.

