

# LEADERSHIP & PROFESSIONAL DEVELOPMENT TRAINING

CLA provides in-person and virtual training workshops, and seminars focused on developing leadership and professional development skills, promoting resilience, fostering innovation, implementing effective management strategies, shaping organizational culture, enhancing communication, building effective teams, improving emotional intelligence, promoting diversity and inclusion, and honing coaching abilities. Our training seminars can last between 2 hours to a full day, while our workshops can span from 1 to 3 days.

Here is a list of training topics for workshops and seminars that can be held in-person or virtually. Our workshops and seminars are customized to meet the specific needs of each client. The CLA team will collaborate with the client to create an agenda that achieves the desired outcome.

## TRAINING TOPICS:

- **Authenticity and Transparency:** This course explores the importance of being genuine and open in professional settings. It focuses on developing communication skills that foster trust and respect among team members.
- **Building An Ethical Organization:** A comprehensive program that delves into creating an organizational culture anchored in ethical principles. It covers strategies for decision-making, ethical leadership, and maintaining integrity in business practices.
- **Building an Inclusive Culture:** This course provides insights into fostering an environment that embraces diversity and promotes inclusivity. It includes practical approaches for encouraging diverse perspectives and creating a sense of belonging for all employees.
- **Building and Sustaining Trust:** Focused on the critical role of trust in team dynamics, this course teaches methods to build and maintain trust within teams and organizations, enhancing collaboration and productivity.
- **Building Leaders:** This leadership development program is designed to equip emerging leaders with the skills and knowledge necessary to effectively lead teams and drive organizational success.
- **Building Rapport Virtually:** Tailored for the digital age, this course addresses the challenges of building connections and rapport in virtual settings, emphasizing effective online communication and relationship-building strategies.
- **Building Trust in Your Work Environment:** A specialized course that offers strategies for cultivating a trustworthy and transparent work environment, which is crucial for effective teamwork and organizational success.
- **Building Your Leadership Brand:** This course aids individuals in developing and projecting their unique leadership style, focusing on personal branding as a leader and its impact on career progression.
- **Certificate in Diversity and Inclusion:** A certification program that provides comprehensive training in diversity, equity, and inclusion, offering practical tools and strategies to implement inclusive practices in various organizational settings.

- **Certificate in Leadership (ACE):** An accredited leadership certificate program that covers essential aspects of effective leadership, including strategic planning, team management, and leadership ethics.
- **Coaching Challenges: Tips from a Coach:** A practical course offering insights and solutions to common coaching challenges, helping participants to enhance their coaching skills and effectiveness.
- **Conflict Management:** This course explores techniques for managing and resolving conflicts in professional settings, focusing on communication skills, negotiation tactics, and problem-solving strategies.
- **Conflict Resolution:** A deeper dive into resolving disputes, this course teaches participants how to mediate conflicts, understand underlying issues, and achieve mutually beneficial outcomes.
- **Contributing to an Inclusive Culture:** This course offers guidance on how individuals can actively contribute to creating and maintaining an inclusive workplace culture, emphasizing personal responsibility and action.
- **Creating A Positive Climate:** Designed to help leaders foster a positive work environment, this course covers strategies to enhance employee morale, motivation, and overall workplace satisfaction.
- **Creating an Inclusive Environment:** This program focuses on developing inclusive practices within organizations, teaching how to recognize and reduce biases and barriers to inclusivity.
- **Creating High-Performance Teams (2-hours):** A course that outlines key strategies for building and leading teams that consistently deliver high performance, focusing on team dynamics, goal setting, and performance management.
- **Creativity in Teams and Organizations:** This course encourages the cultivation of creativity and innovation within teams and organizations, providing tools and techniques to foster a creative work environment.
- **Cultivating Networks and Partnerships:** A program that focuses on building and maintaining effective professional networks and partnerships, highlighting the importance of collaboration and strategic alliances.
- **Delivering Feedback and Listening:** This course teaches effective techniques for giving and receiving feedback, along with active listening skills that are essential for constructive communication.
- **Developing A Coaching Culture:** Aimed at embedding coaching as a core aspect of organizational culture, this course covers methods to develop a supportive and growth-oriented environment.
- **Developing Business Acumen Skills:** A course designed to enhance understanding of business operations, financial literacy, market dynamics, and strategic decision-making.
- **Developing Organizational Talent:** This program focuses on strategies for identifying, nurturing, and retaining talent within organizations, emphasizing succession planning and talent development.
- **Diversity, Inclusion, Accessibility, and Belonging:** An extensive course covering the nuances of creating a workplace that is not only diverse and inclusive but also accessible and where every member feels a sense of belonging.

- **Driving Change:** This course provides insights into effectively managing and leading change within organizations, covering change management theories, strategies, and practical implementation.
- **Embracing Change: Yourself & Others:** This covers techniques for supporting others through change, emphasizing empathy and effective communication.
- **Energy Management (Stress management plan included):** A course designed to teach effective energy management strategies to enhance productivity and well-being. It includes the development of a personalized stress management plan.
- **Essentials of Leadership:** This foundational course covers key leadership principles and practices. It is aimed at new or aspiring leaders and focuses on developing core leadership competencies.
- **Ethics Certificate:** A comprehensive program that provides in-depth knowledge and understanding of professional ethics, including ethical decision-making and maintaining integrity in various situations.
- **Finding Control During Change:** A course that offers tools and techniques to maintain control and composure during periods of significant change, focusing on adaptability and resilience.
- **Flexibility and Decisiveness:** This course teaches how to balance flexibility and decisiveness in leadership roles, crucial for navigating complex and dynamic business environments.
- **Fostering an Inclusive Culture:** Similar to "Building an Inclusive Culture," this course emphasizes strategies and practices for creating and maintaining a workplace environment that values diversity and inclusivity.
- **Fostering Innovation:** This course explores methods to encourage and sustain innovation within teams and organizations, including creating an environment that supports creative thinking and risk-taking.
- **Gaining Momentum as a New Leader:** Designed for newly appointed leaders, this course focuses on strategies to quickly establish credibility, build teams, and gain momentum in their new role.
- **Giving Feedback for Improvement:** A practical course on how to provide constructive feedback that promotes growth and improvement, emphasizing communication skills and empathy.
- **Giving Positive Feedback:** Focused on the art of giving positive reinforcement, this course highlights the importance of acknowledging and rewarding good performance to boost morale and productivity.
- **Handling Difficult Conversations:** This course offers techniques for managing challenging conversations with confidence and tact, focusing on conflict resolution and maintaining positive relationships.
- **Improving Your Leadership Brand:** An advanced course on refining and enhancing your leadership brand, focusing on self-awareness, personal development, and how leaders are perceived within the organization.
- **Influencing for Organizational Impact:** This course teaches how to effectively influence others within an organization to achieve desired outcomes, focusing on persuasion, negotiation, and communication strategies.

- **Instilling a Culture of Innovation:** Goes beyond fostering innovation, focusing on embedding innovative thinking as a core value within the organization's culture.
- **Leader As A Coach:** This program emphasizes the role of a leader as a coach, teaching how to guide, mentor, and develop team members for enhanced performance and career growth.
- **Leaders and Work Balance:** A course aimed at helping leaders find the right balance between their professional responsibilities and personal life, crucial for long-term success and well-being.
- **Leadership Beyond Management:** This course distinguishes between leadership and management, focusing on visionary leadership that inspires and drives change beyond routine management tasks.
- **Leadership Communication:** A specialized course in effective communication strategies for leaders, covering aspects like clarity, empathy, and persuasion in various leadership scenarios.
- **Leadership That Shapes the Future:** An advanced leadership course focusing on strategic thinking and planning, preparing leaders to shape the future direction of their organizations effectively.
- **Leadership, Influence, and Power:** This course examines the dynamics of leadership, focusing on how leaders can effectively use influence and power to guide and motivate their teams.
- **Leading an Adaptable Workforce:** A program designed to help leaders foster adaptability in their teams, emphasizing flexibility, innovation, and responsiveness in a rapidly changing business environment.
- **Leading And Managing Change:** This course covers the strategies and skills needed to successfully lead and manage change within organizations, including communication, planning, and implementation techniques.
- **Leading Teams:** Focused on team leadership, this course teaches how to build, develop, and manage effective teams, emphasizing collaboration, motivation, and performance management.
- **Leading Virtually:** Tailored for the digital era, this course offers insights and techniques for leading teams in a virtual or remote setting, focusing on virtual communication, engagement, and team cohesion.
- **Leading with a Global Perspective:** This program explores leadership from an international viewpoint, emphasizing cultural awareness, diversity, and global business strategies.
- **Managing Difficult Conversations:** A practical course on handling challenging interactions, focusing on conflict resolution, effective communication, and maintaining positive relationships.
- **Managing People:** Covers the fundamentals of people management, including hiring, motivating, developing, and evaluating team members.
- **Mastering Emotional Intelligence:** This course focuses on developing emotional intelligence (EQ) skills, crucial for effective leadership, including self-awareness, empathy, and managing emotions in the workplace.

- **Maximizing Your Leadership Potential:** Aimed at personal leadership development, this course helps individuals identify and harness their unique strengths to maximize their leadership effectiveness.
- **Negotiation:** Teaches the art and science of negotiation, covering strategies and techniques for achieving successful outcomes in various negotiation scenarios.
- **Organizational Accountability:** This course explores how to establish and maintain a culture of accountability within organizations, emphasizing responsibility, performance management, and ethical conduct.
- **Problem-Solving Through Critical Thinking:** Focuses on enhancing problem-solving skills by applying critical thinking methods, aiding in effective decision-making and innovative solutions.
- **Problem-Solving Through Critical Thinking Developing Individual Team Members:** Expands on the previous course by applying critical thinking and problem-solving skills specifically to individual team member development.
- **Providing Purpose To Your Teams:** A course designed to help leaders articulate and communicate a clear and compelling purpose to their teams, enhancing motivation and engagement.
- **Psychological Safety:** Focuses on creating a workplace environment where team members feel safe to speak up, take risks, and express their ideas without fear of negative consequences.
- **Recognizing and leading through Imposter Syndrome and Dunning Kruger Effects:** This unique course addresses common psychological phenomena in the workplace, providing strategies for leaders to recognize and address these issues effectively.
- **Resiliency 2.0:** An advanced course on building and enhancing resilience skills in the face of challenges and setbacks, focusing on personal growth and adaptive strategies.
- **Strategic Transition (From tactical to strategic mindset):** Aimed at helping leaders transition from a tactical to a strategic mindset, focusing on long-term planning, vision, and strategic thinking.
- **Tackling Tough Issues:** Teaches leaders how to confront and effectively manage difficult situations and issues in the workplace, emphasizing courage, clarity, and resolution skills.
- **Workplace Resilience:** Focuses on developing resilience within the workforce, teaching strategies to adapt to change, overcome challenges, and maintain well-being in a demanding work environment.