

Massachusetts Statewide Contract

# PRF61

## Course Catalog



Peeler Associates

Helping Leaders Grow

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## Overview

Peeler Associates helps organizations grow their leadership capacity by offering customized services designed to increase the effectiveness of organizational leaders at all levels.



Peeler Associates specializes in the design, customization, and delivery of leadership development programs including **executive coaching**, **team coaching**, **leadership training**, **leadership assessment**, and **facilitation**. We develop leaders to meet the complex challenges and demands of leadership. We believe that our focus on leaders allows us to be the best at what we do.

Many of our programs can be tailored to cultivate the skills and thinking of those not in formal leadership positions. We can recommend programs beneficial to the needs of informal leaders and those outside of the leadership ranks.

Please note that that all in-person training is conducted at your facility or an alternate location that you provide. Cancellation terms for contracted programs vary by the program, depending on our required up front materials investment, and will be disclosed in advance and included in the statement of work.

This catalog provides a representative sampling of the services that we offer. We are happy to tailor or create a program to meet your needs.

## Individual and Team Leadership Coaching

A highly targeted and experiential approach to professional and personal development, coaching is one of the fastest growing and most successful methods used today for increasing leader effectiveness.



### **One-on-one Senior Leader Coaching with certified Executive Coach**

Includes 360° Feedback Interviews, approximately three hours scheduled tele-coaching sessions each month for six months. Telephone & email support for quick issues at no additional cost during course of engagement.

#### Objectives:

- Recognize beliefs and behaviors that enhance or detract from personal leadership effectiveness...
- Improve interpersonal effectiveness, emotional intelligence, authenticity, systems awareness, achievement, and team effectiveness...
- Resolve key business issues.

### **One-on-one High-potential Coaching with Certified Executive Coach.**

Includes approximately three hours of scheduled tele-coaching session each month for four months. Telephone & email support for quick issues at no additional cost during course of engagement. This is more tactical in nature than the Senior Leader Coaching above and is designed to address specific skill-based developmental needs.

#### Objectives:

- Develop management and leadership skills and knowledge needed at the next level, including interpersonal effectiveness, emotional intelligence, authenticity, systems awareness, team building, general management skills, and overall effectiveness.

## Individual and Team Leadership Coaching continued

When teams function with trust, collaboration, and synergy, they are powerful agents for achieving unparalleled results. When teams are high-functioning, there is truth in the popular TEAM acronym “Together Everyone Achieves More.”



### Team Coaching with Certified Executive Coach

Includes a one-day workshop and three 2-hour team coaching sessions.

#### Objectives:

- Differentiate between teams and workgroups
- Identify effective team behaviors.
- Utilize curiosity as a technique for understanding.
- Communicate with courage, authenticity, and compassion.
- Improve interpersonal relationships, systems thinking, and achievement of results.

## Assessment Tools

To be added to coaching programs

- The Myer’s Briggs Type Indicator (MBTI)
- The Everything DiSC behavioral assessment
- The EQ-I 2.0
- The EQ 360
- The Leadership Circle 360 Profile
- The TKI Conflict Mode Instrument
- The Team Conversational Norms Diagnostic

## Leadership Strategies & Tactics

The hallmark of all Peeler Associates' learning programs is the fact that it takes more to be an effective leader than simply being an efficient manager. All our programs place as much emphasis on 'being' a leader as on 'doing' leadership.



### Successful Leadership Strategies and Tactics

Modules to be chosen based on the need of the client. Half or full day of modules

Objectives will depend upon the modules chosen:

- Lead the multi-generational workplace...
- Lead with emotional intelligence...
- Delegate ...
- Give feedback...
- Lead change...
- Coach and develop others...
- Manage stress...
- Set & attain goals...
- Lead effective meetings...
- Dialogue...
- Manage performance...
- Improve productivity...
- Build high-performance teams...
- Listen effectively...
- Present with impact...
- Manage difficult conversations...
- Communicate effectively...
- Influence and motivate...
- Use systems thinking...
- Make decisions

## Personality Type Training Including MBTI and DiSC

Our MBTI training programs are facilitated by certified MBTI Master Practitioners who have earned the credential by meeting the highest standards set for MBTI practitioners.



### **Increasing Personal Effectiveness Through Understanding Personality Type:**

Half-day Myers-Briggs Type Indicator (MBTI) Assessment Training and Feedback led by MBTI Master Practitioner. Includes MBTI personality type assessment for each participant to complete online prior to the workshop.

Learners will be able to...

- Recognize the four dichotomies that determine an individual's 'Type'...
- Know their MBTI reported and self-assessed type(s)...
- Determine their 'best-fit' type...
- Gain an awareness of the gifts, benefits, potential liabilities and blind-spots of their type...
- Be asked to use a type lens to reflect on three things that they could do to further their development.

**Increasing Personal Effectiveness Through Understanding Personality Type:** Full-day Myers-Briggs Type Indicator (MBTI) assessment training, feedback, and experiential application led by MBTI Master Practitioner. Includes MBTI personality type assessment for each participant to complete online prior to the workshop.

Learners will be able to:

- Recognize the four dichotomies that determine an individual's 'Type'...
- Know their MBTI reported and self-assessed type(s)...
- Determine their 'best-fit' type...
- Gain an awareness of the gifts, benefits, potential liabilities and blind-spots of their type...
- Be asked to use a type lens to reflect on three things that they could do to further their development...
- Apply a type lens in specific key leadership challenges such as communication, team-building, or decision-making.

## Personality Type Training continued

### **Applying a type lens to better manage leadership challenges**

Workshop led by MBTI Master Practitioner. Offered as a follow up to other MBTI training, this course does not include the assessment or book.

Depending upon the modules chosen, learners will be able to use an understanding of type to better:

- Communicate,
- Build teams,
- Manage conflict,
- Lead change,
- Problem solve,
- Make decisions,
- or Manage stress.

### **Increasing Personal Effectiveness Through Understanding Behavioral Styles:**

Half-day DiSC Assessment training and feedback. Includes DiSC Behavioral assessment for each participant to complete online prior to the workshop.

Learners will be able to...

- Recognize the value of all four DiSC behavioral styles and how all four styles of can be effective.
- See how style is influenced by other factors such as life experiences, education, and maturity...  
Understand other's values that are different from one's own.
- Overcome barriers to working with people of other DiSC styles.



## Other Thematic Training Programs

for cultivating emotional intelligence, effective communication, creative leadership competencies, and positive organizational culture.

Many of Peeler Associates' learning programs are based on leading edge assessments that help teams and individuals increase their self-awareness.



### **The Leadership Circle Team Culture Assessment**

One-day retreat & team assessment led by certified consultant / facilitator

Learners will be able to...

- Use team assessment to determine the team's top creative competencies as compared to the competencies team members value in an effective team...
- Determine the reactive tendencies that may derail the team's efforts...
- Recognize the effect of underlying assumptions and habits of thought on team behavior and performance.

### **Increasing Leadership Effectiveness Through Practicing Creative Competencies**

Half-day workshop. Does not include assessment tool.

Learners will be able to...

- Identify the competencies that facilitate creative leadership...
- Identify the reactive tendencies that may be holding them back...
- Recognize the effect of their underlying assumptions and habits of thought on their leadership behavior.

## Other Thematic Training Programs *continued*

**Using 360° Feedback to Increase Personal Leadership Effectiveness.** One and one half day workshop led by certified consultant / facilitator. Includes individual assessments and follow-up coaching.

Learners will be able to use their own individual feedback from 5-20 raters and self-assessment to

- Identify the competencies that facilitate their creative leadership
- Identify the reactive tendencies that may be holding them back
- Recognize the effect of their underlying assumptions and habits of thought on their leadership behavior.
- Create a development plan to increase their leadership effectiveness

### **Building Emotional Intelligence**

Workshop led by MHS certified EQ-I practitioner. Includes individual assessments for each participant.

Learners will be able to...

- Define emotional intelligence
- Understand the role of emotional intelligence in personal effectiveness
- Explore the 15 EQ elements
- Obtain feedback on one's level of engagement with each of the EQ elements.

### **Effective Team Communication**

Workshop led by certified 'Team Conversational Norms Diagnostic' practitioner. Includes team assessment.

Learners will be able to:

- Complete a self-assessment of their team's conversational habits and patterns.
- Self-diagnose, discuss and reflect upon the efficacy of their conversational habits across six dimensions.
- Identify the first steps in improving the team's conversations.

## First Aid, CPR, and AED training

First Aid, CPR and AED Training from an experienced certified American Heart Association certified trainer. Friendly, well-paced classes, where everyone has the opportunity to participate and practice.



### **Heartsaver First Aid CPR AED Training**

Led by American Heart Association Certified Trainer.

Recognize and treat common emergencies such as choking, burns, bleeding, shock, poisoning, stroke, electrical shock and broken bones for adult victims... Perform CRP techniques for adult victims with simple barrier devices... Use an AED (automated external defibrillator.)

### **Heartsaver First Aid Training**

Led by American Heart Association Certified Trainer.

Recognize and treat common emergencies such as burns, bleeding, shock, poisoning, stroke, electric shock and broken bones for adult victims.

### **Heartsaver CPR AED Training**

Led by American Heart Association Certified Trainer.

Perform CPR techniques for adult victims with simple barrier devices... Treat choking emergencies. Use an AED (automated external defibrillator.)

## Facilitation

Sometimes, you simply need someone to assist the team with their process long enough to answer the burning question or get the task at hand completed.



**Peeler Associates** provides facilitation services to help teams get things done. Rather than provide “content” or specific educational material, we help teams by providing **structure** and a variety of **tools** to keep the discussion moving forward and to help everyone participate.

Whether you are looking to help a permanent team brainstorm an issue for an afternoon or to assist an ad hoc team to complete a task over several sessions, we offer facilitation services that **help teams get the job done**.