

Enhancing Leadership & Personal Style Workshop

Wednesday, November 29, 2006

Enroll Now ♦ www.leadinstitute.com ♦ 800-556-5222
Best Western Sterling Inn, Sterling Heights, MI

Assessment <> Insight <> Personal Improvement Plans
A one-day workshop to help you learn how to read the
personal style of others, adapt your style to have a more positive
impact on others, enhance communication and improve
your personal and leadership effectiveness.

Offered by:
The LEAD Institute for High Potential Managers /
General Systems Consulting Group, Inc.
www.leadinstitute.com ♦ 800-556-5222
6055 Jackson Road ♦ Ann Arbor, Michigan 48103

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Assessment, Insight & Personal Improvement Plans



One of the best ways of improving your personal effectiveness and leadership capabilities is by identifying your personal style disposition and behavioral tendencies. Successful people understand themselves, how their behavior impacts others and how to capitalize on their behavioral strengths. Your personal style disposition determines how you perceive the world, other people and how you act or react to those around you.

The primary goal of the DISC Enhancing Leadership & Personal Style Workshop is to help you fully understand your personal style, be able to adapt it to meet the demands of the situation and have a more positive impact on others. The DISC acronym stands for:

High D = Dominance/ Driver High I = Influence / Expressive
High S = Steady / Stable High C = Conscientious / Analytical

Objectives/Benefits

- ◆ Understand the psychological and motivational attributes of each style: Dominant/Driver, Influencer/Expressive, Stable/Amicable & Conscientiousness/Analytical.
- ◆ Identify the positive and negative attributes inherent in each style.
- ◆ Learn how personal style determines how you react to others.
- ◆ Learn four quick ways to judge the personal style of others.
- ◆ Develop improvement plans to determine what you need to continue, start and stop doing to bring out the best in your primary style.
- ◆ Create personal improvement plans to enhance your personal effectiveness with bosses, peers and/or direct reports.
- ◆ Learn how to maximize your full potential by using behavioral approaches of your least used style.
- ◆ Determine the styles that are and are not complementary to each other.
- ◆ Learn how to overcome the incompatibility between different styles.
- ◆ Examine different approaches to managing conflict.
- ◆ Determine the type of work environment and leadership approach best suited for each style.
- ◆ Understand how your personal style changes under stress.
- ◆ Explore how a team's combination of personal styles impacts its effectiveness and how to compensate for a lack of certain styles.

Process: The Enhancing Leadership & Personal Style workshop is a highly active and interactive learning experience. After assessing your style, you learn about yourself and the range of styles available to you through learning simulations, personal analysis, small group discussions, presentations and personal consultation with the workshop leader.

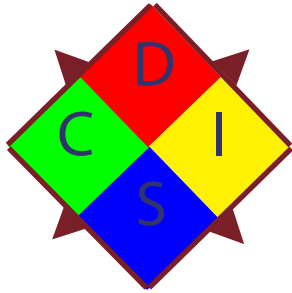
Who benefits: Managers, program managers, supervisors and team leaders have found this to be an excellent learning event. The DISC workshop has also proven beneficial to professional, support and technical staff, team members and employees at every level. It is an outstanding learning experience that serves people well at work and at home.

Tuition: The tuition for the open-enrollment Enhancing Leadership & Personal Style Workshop \$245 for each person and \$210 per person if three or more attend from the same company. A continental breakfast, lunch and refreshment breaks are also included.

Resource Material: You get a 100 page workshop manual that also serves as a valuable reference long after the workshop is over. Also included is the DISC Personal Profile assessment system and other valuable handouts.

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Satisfaction: When participants compare our programs with others, they say:

- ◆ By far more informative and most helpful.
- ◆ The program is well structured.
- ◆ More complete and thorough program than the other programs I have attended in the past.
- ◆ The material is excellent and the instructors are very helpful.
- ◆ Fast paced and energetic.
- ◆ Not only gives you the theory but also provides the process to put it into application on-the-job.
- ◆ The best prepared program I have attended in 25 years of working.

Agenda Overview — 8:30AM - 5:00 PM

Welcome & Session Overview

- ◆ Goals & Outcomes
- ◆ Three Spheres of Excellence:
 - Personal Style
 - Leadership/Management Competencies
 - Organizational Culture
- ◆ Establish the Learning Community

Understand Personal Motivational Goals & Personal Style

- ◆ Affiliation — Goal of Inclusion
- ◆ Power — Goal of Control
- ◆ Achievement — Goal of Perfection
- ◆ Security — Goal of Predictability

Understanding Your Personal Style

- ◆ Personal Style Assessment & Charting
- ◆ Simulation: Understanding Personal Style Frustrations & Recruitment Campaign

Personal Style & Leadership Effectiveness

- ◆ Overview of Styles:
 - High D's — Dominance/Driver
 - High I's — Influence/Expressive
 - High S's — Steady/Amiable
 - High C's — Conscientious/Analytical

- ◆ Strengths & Weaknesses of Each Style
- ◆ Personal Style Improvement Plans — Analyze Your Dominant & Least Dominant Styles for:
 - Start doing . . .
 - Stop doing . . .
 - Continue doing . . .

Adapting Your Style & Complementing the Style of Others

- ◆ Learn How to Read the Style of Others
- ◆ Determine How to React to Different Work Situations/Styles of Others
- ◆ Develop Personal Improvement Plans for Having a More Positive Impact on others:
 - Bosses,
 - Peers and/or
 - Direct Reports
- ◆ Learn Conflict Management Approaches That Work Best With High Ds, Is, Ss & C.

Analyze How Team Composition of Styles Impacts Team Effectiveness

- ◆ Team Composition Analysis
- ◆ Small Group Discussion

Finalize Personal Improvement Plans

Workshop Location: Best Western Sterling Inn,
34911 Van Dyke Ave, Sterling Heights, MI 48312, 586 979 1400

We are pleased to offer our DISC Enhancing Leadership & Personal Style Workshop as an open enrollment program. The content and process draws on our 35 years of consulting experience in the areas of leadership, team and organizational development with major companies and organizations worldwide. You'll find this a productive and enjoyable learning experience, with immediate on-the-job application. It is our emphasis on translating personal insight into on-the-job improvement plans that makes our DISC Enhancing Leadership & Personal Style Workshop different and very effective. — **Kelly Scott Petrock, The LEAD Institute for High Potential Managers.**

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Registration Form



You can register for the November 29 DISC Enhancing Leadership & Personal Style Workshop conducted at the Best Western Sterling Inn by using the form below or on-line at www.leadinstitute.com.

Name _____ Title _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Email _____

Billing Information: Bill me Bill person listed below

Payment Method: Check Visa Master Card

Name _____ Title _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Email _____

Fax this form to Kate at 734-995-3434

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586 979 1400

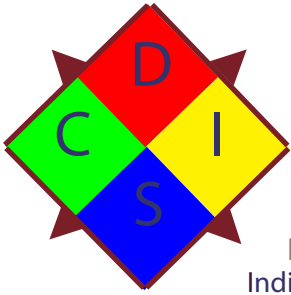
Hotel Accommodations: Contact the Sterling Inn directly if you need to reserve a sleeping room.

Dress: Business casual is the proper attire for the workshop

Time: The session starts at 8:30 AM and ends at 5:00 PM

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DISC Personal Style Overview

Below is an overview of the four DISC Styles we cover in greater depth in the DISC Enhancing Leadership & Personal Style Workshop. Participants learn how these style dispositions interact within us to form our unique predisposition to leading, managing, relating to others, interacting in teams, managing conflict, solving problems and how we approach work.

High -D Styles Tend to Be Dominant, Driving or Directive

Individuals with a High -D style prefer to be dynamic, forceful, and results focused. They enjoy challenges, want to drive change, and are strong willed. They tend to drive for concrete results and work long and hard doing it. High D's tend to take control of tasks or outcomes. They like to be in charge of people and situations in order to seek bottom-line results. They like to win and may challenge current expectations or rules to get their desired results. They can display impatience, bluntness aggressiveness, anger, and combativeness when stressed or thwarted. They get bored easily and sulk when their ideas are not accepted.

High - I Styles Tend to Be Influencing, Expressive or Interactive

The High -I desires to be liked by people. They put relationships before tasks. They display an optimistic outlook about life and people. They find it energizing to be with others. They seek frequent approval and affirmation from others, and easily give it in return. A large amount of their psychic energy is used in understanding the emotional reactions of individuals and groups. The 'I's are concerned with gaining and giving interpersonal acceptance. They strike up a conversations with almost anyone and often show a keen sense of humor. They influence others through their optimistic, friendly conversation in social or work environments. They establish a wide network of friends and build alliances to bring about change and achieve goals. High I's, however, can be too overconfident, disorganized and not task focused. They can also be too trusting, lenient and overly personal.

High - S Styles Tend to Be Stable, Steady or Team Players

The High -S dispositional type is typified mainly by the behaviors of accommodation and steady-paced follow-through. They tend to care about people, but show that caring indirectly. They also tend to focus on building trust with the aim of establishing long-term personal friendships. They prefer a stable, constant environment that allows them to stick with what they already know. Working in a stable environment they can plug along, follow through at a relaxed pace, work well with others and earn the confidence and sincere personal appreciation of those around them. They have patience, staying power, and stick-to-itiveness. They commit themselves to making relationships work in order to get the job done. High S's, when under stress or threat, will procrastinate and become insecure, indirect, indecisive and slow to accept change. They also may be overly trusting, patient and lenient.

High - C Styles Tend to Be Conscientious, Analytical or Cautious

The "C" dispositional types are recognized by their capacity to work within existing circumstances to ensure accuracy, high quality and precision. They tend to look at the whole picture or system, while homing in on the critical factors or issues that increase the efficiency or quality of the output. They like to solve problems through deductive, precise logic. They want products and services to be produced under specific, controlled conditions. They act as if subjectivity and emotions distort reality. They believe that there is a proper procedure or way for doing things. They improve outcomes through logical, tested policies and practices, which eliminate risk and allow for further testing and improvement. Rationality and analysis in a nonemotional fashion, focusing on the tasks at hand, is the order of the day. High C's, when under stress or in an ambiguous situation, get too analytical, become overly detailed, tied to the rules, distrustful, rigid and cautious. They may also become reclusive and shy away from building relationships.