

# **Would you like your organization to reliably produce extraordinary results?**

The **Effective Leadership Program** gives leaders, managers and team members the tools to dramatically exceed past performance and expectations with breakthrough results.

## **InVista Associates' EFFECTIVE LEADERSHIP PROGRAM**

*Communications Workshop: Wed-Thur, March 22, 23, 29, 30, 2023*  
*Management Workshop: Wed-Thur, April 26, 27, May 3, 4, 2023*  
*Leadership Workshop: Wed-Thur, May 24, 25, 31, June 1, 2023*

*All workshops are 8am-12pm Pacific Time using Zoom.*

You will learn unique ways of approaching and implementing communication, collaboration, problem solving, management, and leadership, and master a reliable process for producing breakthrough results with others.

Over 90% of our 2500 graduates found the program tremendously valuable, and recommended it to their colleagues:

***"After participating in the Effective Leadership Program I have a better understanding of how as a leader I can shape my organization and bring out the best energy and talent of my team. I've had 20 years of formal and work-related education, and this is something that is not offered in other training courses. It is well worth the time."***

***-- Andy Leeka, CEO, Good Samaritan Hospital***

***"I found the InVista Associates approach to be especially helpful in tackling the stuff in the 'too hard' pile, the knotty unresolved issues that were draining energy and blocking progress."***

***-- Larry Dumas, Deputy Director (1992-2001), Jet Propulsion Laboratory***

*Before March 8, 2023 tuition for the Effective Leader Program, including twelve 4-hour group sessions and three one-hour 1:1 coaching sessions, is \$2,500. Thereafter tuition is \$3,000.*

***For more information and to register with a credit card or check go to:***  
**<https://invistaassociates.com/events/>**

For questions contact Ivan Rosenberg at (818) 505-9915 or at  
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www.InVistaAssociates.com

## Effective Leadership Program Outline

### • **Communications Workshop (4 half day sessions)**

Fundamental Principles

- Power, Breakthroughs, Don't Know Don't Know, and Coaching
- Communications: A Lever for Producing Results
- The Importance of How We Look at Things

Listening to Cause Things to Happen

- We Miss a Lot of What is Going On
- Managing Conversations to Generate New Ideas

Resistance to Change is a Myth – The Dangers of “Change”

Speaking to Cause Things with Minimum Resources

- A Model of Why People Behave as They Do
- How to Impact Behavior
- Work as a Series of Conversations
- The Three Conversations to be Managed in Any Interaction
- Background Conversations
  - The Fundamental Background Conversations
  - Delegating: Power, Responsibility, and Accountability
  - Effective Job Descriptions
  - Communicating with Multiple Generations
- Being a Conversation Manager
- The Structure of Accomplishment
  - Establishing Relationships and Goals
  - Creating Possibility
  - Analyzing Alternatives
  - Producing Action
    - Monitoring Promises
  - Resolving Obstacles
  - Completing the Accomplishment

### • **Management Workshop (4 half day sessions)**

An Effective Definition of Management

Reliably Producing Breakthroughs

Being Effective by Being Fully Present

Accurately Hearing Others

Leaving No Loose Ends

Building, Leading, and Managing Real Teams and High-Performance Teams

Resolving Interpersonal Conflicts

Effective Meeting Management

### • **Leadership Workshop (4 half day sessions)**

A Powerful Definition of Leadership

Planning that Inspires

Creating Possibility in the Face of Opposition

Getting Buy-in

Creating Trust

Effective Coaching, Empowerment, and Feedback

The Danger of Gossip

A Major Motivator: Appreciation and Acknowledgment