

Course Catalog

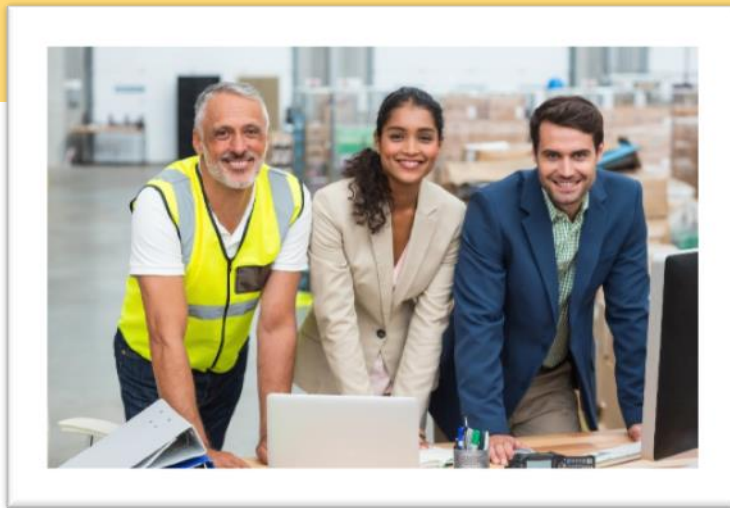
Leadership Development

Personal Leadership

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Orientation & Onboarding



ALIGNED PERFORMANCE

Note from Leigh-Ann Zaharevich, Founder and CEO

Aligned Performance was founded on the belief that when employees are aligned with the vision, goals and values of the organization, engagement and commitment greatly increase. When a person's values and goals are aligned with those of the organization, there is a deeper understanding and appreciation of how the work they perform contributes to the success of the organization and/or the people it serves. This is true not only for non-profits or mission-based companies but also traditional businesses and corporations.

When you partner with me and my team, we start by listening to deeply understand your needs, which are at the heart of everything we do. Your company's goals, culture, values, budget, and specific needs are our highest priority. After discussing your current and target states, we develop a custom program that links individual performance to company objectives. Together we determine the best way to measure the impact and results. Let's get started!



A handwritten signature in black ink that reads "L. Zaharevich". The signature is fluid and cursive.

Leigh-Ann Zaharevich

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Leadership Development

Customize your Leadership Development Program based on immediate needs, budget and time constraints. Sessions are delivered in-person or virtual, ranging from 45 minutes to 3.5 hours.

■ Transitioning from Peer to Supervisor

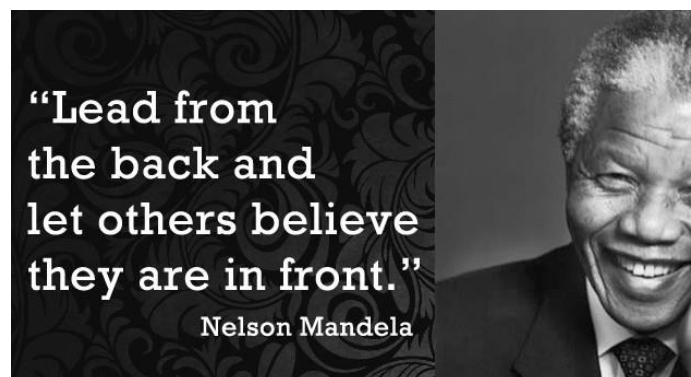
You've made the jump; now what?! You are a technical expert, and now new skills must be developed to make a successful transition into your new role. As a manager, you must balance your new responsibilities while learning how to manage each person. In this course, participants explore the four roles of a manager and the importance of each. They will take away a personal plan to avoid the mistakes that most new managers make.

■ Managing Time and Focus for Managers

Having new and different responsibilities means managing time differently. In this hands-on workshop, participants evaluate how their time is currently spent and what shifts need to be made. They use a simple tool to prioritize their priorities to see in black and white what should get their attention. They also determine how to close the gap between where they ideally would spend their time and actually do.

■ Delegating to Empower Others

This course unveils the main reasons people don't delegate and what to do about it. Participants will learn the seven steps that set a project up for success, and the best practices to follow. They will practice using a proven model to determine what to delegate to whom while considering risks and benefits. Participants utilize our *Delegation Guide* to assess risks, set clear expectations, and properly prepare the delegate to succeed.



Leadership Development

■ Providing Meaningful Feedback

Feedback can be both positive and negative, but unfortunately, we often only hear the negative. It is just as important to provide positive feedback to your team. Giving constructive feedback can be a difficult conversation. Having a structure for planning your conversation provides an objective, fact-based approach to help keep emotion out of the conversation. Participants practice applying a sound coaching method for a real-life situation.

■ Coaching Skills for Leaders

Asking effective questions in a structured way provides the coachee with a deeper awareness of the situation, challenges that may arise and the best way to move forward. Effective coaching conversations build confidence and self-motivation in the coachee as they are held accountable for their decisions and actions. They also help develop trust between managers and their teams. This course provides a coaching framework and six strategies for managers to support their team members.

■ Having Difficult Conversations

Most of us find tough conversations uncomfortable and thus avoid them. However, not addressing important matters comes at an even higher cost. Unaddressed issues can result in poor performance, low morale, high turnover, or even a negative impact on the company. During this course, participants will identify and manage their own responses and reactions during tough discussions. This course pairs well with 'Raising Emotional Intelligence'.

■ Interviewing for Fit

Some people interview well, and then show up as someone different once in the job. Contrarily, there are great candidates who don't do well in interviews. After completing this course, you will have all the tools you need to prepare for and conduct interviews so that you can rely on more than just your gut feeling when choosing your next employee. Participants bring a job description for an open role to prepare questions that align to the company's goals and values. They also draft critical questions to predict success in the role.



Personal Leadership

Anyone can be a leader. You don't need a fancy title or corner office. We are leaders in our community, our businesses and in the world. Our personal development courses help everyone in the organization develop varying aspects of "personal leadership".



■ Raising Emotional Intelligence

Emotional Intelligence (EQ) is the ability to monitor one's own and other people's emotions, to discriminate between different emotions and label them appropriately, and to use emotional information to guide thinking and behavior. Studies have shown that people with high EQ have greater mental health, respond more evenly when stressed, perform better on the job and have more effective leadership skills. During this course, participants learn about the biology of emotions, assess their EQ and develop a plan for changing behaviors when under stress. *(EQ assessments available for an additional fee)*

■ Personal Accountability

Personal accountability is about seeing a situation for what it truly is, owning your part in creating the situation, identifying possibilities for improvement, and taking action toward the end goal. In this session you will discover what it means to perform 'above the line' and how that contributes to company performance.

■ Setting Meaningful Goals

Well written goals keep people on track to achieve what is relevant and avoid inessential activities that waste time and resources. In this session you will articulate measurable goals that are aligned with business objectives. You will consider stretch goals and accountability in this process.

■ Communicating for Influence

Often, we think about what we are going to say without much thought as to the impact we want or need to have on the audience to influence them. Use a logical four-step model, you will prepare to communicate critical messages that influence people to behave or think differently.

Personal Leadership

■ Polishing your Presentation Skills

The only way to get better at presenting is to do it. Bring a topic to this highly interactive workshop to practice preparing and presenting with confidence. Each participant will present and receive valuable feedback to polish their skills. *Group size is limited.*

■ Handling Conflict

You will first uncover your own “go-to” response, or natural tendency, when conflict arises. Then, using the Thomas-Kilmann model, you will identify when different approaches could be beneficial. You will leave with several techniques for actively working toward a successful outcome when conflict arises.

■ Thriving Through Transition

Managing change is an important skill in any work environment. Recognizing how you and others respond to change will help you navigate the unknown. You will explore how you deal with change and what you can do to thrive, not just survive, through change.

■ Managing Time and Focus

Managing your attention means doing the right things at the right time. In this workshop you will identify your top time wasters and articulate criteria for prioritizing projects and tasks. You will learn how to manage situations when priorities conflict. Bring a list of your active projects to practice real-time using a very easy tool to prioritize them.



Building Cohesive Teams

Anytime two or more people get together, there is a potential for conflict and miscommunication. There is also the potential for surpassing expectations and accomplishing more than a single person or team could on their own. Team sessions are not intended to 'fix' a team, but rather to help them perform at the next level. Each initiative is unique and customized to meet the needs of the group. Sessions can be held in a meeting room, park or at a horse ranch. They are engaging, experiential and fun, and always result in action plans and new commitments. Here are examples of our popular team sessions.

■ Using DiSC® to Improve Communication

Everything DiSC® is a personal development learning experience that measures preferences and tendencies based on the DiSC® model. This simple yet powerful model is not intended to put people in a 'box'; it serves as a tool to improve communication. Participants receive personalized insights that deepen their understanding of self and others, making workplace interactions more enjoyable and effective.

■ Horse Power Leadership™

Since humans and horses are both herd animals, horses have a lot to teach us. They too experience hierarchies, friendships, conflict and love. This powerful course takes us to the wild west (*right in Boulder*) where we throw on boots and work with horses to learn about communication and leadership. While observing, leading and working with the horses, we explore such questions as...

- What is the difference between leading and influencing?
- What does it mean to authentically communicate?
- What is the impact of a leader on team dynamics?

Each experience is always unique. Ground work only – no experience required. [Learn more](#)



■ The 5 Behaviors of a Cohesive Team

This is a twist to Patrick Lencioni's dysfunctional team model. We take a positive approach to building effective teams. Team members assess their own teams and write an action plan for steps that they can personally take to improve team performance. We step through the model from the foundation of trust to having respectful debate, to commitment and accountability and end with results. Team members assess the team's performance and commit to individual action plans to bring the team up as a whole.

Train the Trainer

It takes more than being a Subject Matter Expert (SME) to be a great trainer. Having information down cold is an important attribute of a good trainer, but it's just the beginning.

The Trainer's Edge™ is jam-packed with proven techniques, best practices that work, and opportunities to put your skills into action.

■ The Trainer's Edge™

The Trainer's Edge™ presents a complete process for creating and facilitating engaging training session through seven core modules:

- Planning Effective Training
- Developing Content
- Creating the Learning Environment
- Facilitating Engaging Sessions
- Managing Time & Energy
- Handling Difficult Situations
- Testing & Evaluating Training

Easily customized. Class size may be limited.

[See full course description](#)



Orientation & Onboarding

■ Customized New Employee Onboarding

The purpose of onboarding is to help get new employees quickly up to speed in their role, acclimated to their team and engaged in the company. It typically includes an orientation which may range from two hours to two days. During orientation new employees meet people from different areas of the company and learn basic information like the company's history, vision and values.

The onboarding process continues with specific training and development regarding the person's role and their department or team. This process may be as long as six months depending on the complexity and responsibilities of the job. Sound onboarding programs result in consistency across the organization. They also set clear expectations and performance objectives.

When we help you design your onboarding program, we pay attention to the small details that make a big difference to someone just starting out. We help you design an engaging orientation along with job-specific onboarding plans.

[Read more about Orientation and Onboarding.](#)

