



Leadership & Management Business Suite



NLP Communication Skills • High Stakes Communications
Presentation Excellence • Sales Effectiveness • Building Trust
Negotiation Theory • Persuasion Psychology •
Personality Profiling • Leadership & Management

Leadership & Management Business Suite



The Evolution-U Leadership and Management Programme consists of three one day modules covering core areas of executive leadership development.

Personal Empowerment (EMP) is based on Neuro Linguistic Programming (NLP) techniques for developing personal empowerment at both the personal and team level.

This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Advanced

Coaching Your Team (CYT) is based on best of breed coaching methodologies for coaching team members to unlock their potential and achieve their best.

This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Advanced

Leadership Principles and Application (LPA) has its content focused on leadership and motivational methodologies and how to put them into practise in the workplace.

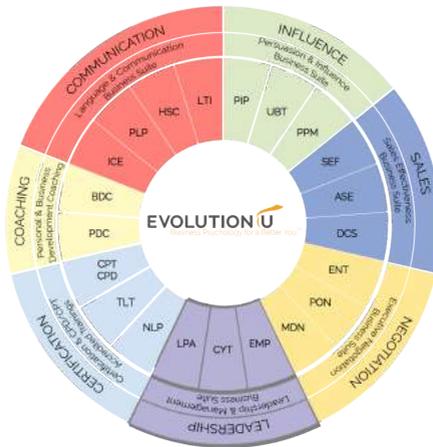
This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Expert

Each level represents an advancement in application and builds on content from previous levels, however it is possible to take any of the levels as a stand alone training.

All courses include instructor led presentation, group exercises and role plays. Participants will be expected to contribute actively in class and apply the theory taught to the role plays.

The Soft Performance Wheel™

The Evolution-U Leadership & Management Business Suite is a focused offer of engaging soft skills trainings, providing **usable tools for better & measurable performance** praised by our clients



Client Testimonials

"Outstanding! I left with many questions answered and a desire to learn more. Thank you!"

D. Wilkinson, Managing Director, Wealth Management Group

"Neil ran a very well prepared and presented course, every part of which was interesting, useful and revealing. I feel that I now know more about how to find out what people want and then how to help them modify that into what I am prepared to give them."

P. Mills, Corporate Lawyer

"Very useful, well presented and well worth my own time spent. I shall be sending key staff to the next session."

President & CEO, Regional IT Services

"Neil's business experience really brings the topic to life and allows you to relate. Unlike many other theories, this is directly useful in every day business."

A. Burweil, Director of Investment, BCG

Personal Empowerment (Code: EMP)

Course Outline

One of the keys to inspirational leadership is the self confidence and conviction required to back decisions and persuade others that these decisions are in their best interests. A leader who is not him or herself empowered will have trouble convincing others to commit to their strategic vision or remain within the company. This one day training introduces a series of techniques for dealing with often critical shortfalls in personal perception and confidence that impact leadership effectiveness.



Learning Objectives

By taking this course, participants will:

- Learn the fundamentals of personal empowerment, how to use them both for self and others.
- Improve personal focus and results by asking the right questions and accessing resourceful states for better results.
- Understand the value of, and process for, effective goal setting. All attendees will use the techniques taught to develop personal goals during class. This tool can be used to develop more empowered goals for team members.
- Recognise when limiting decisions are impacting performance both for self and team members.
- Develop techniques for helping remove limiting beliefs so as to empower self and others to achieve their potential.
- Use the Evolution-U Personal Empowerment Plan (EPEP) to document a structured plan for operating at a high level of personal empowerment for self or others.

As well as instructor led presentation, this content includes numerous group break outs and exercises to engage participants and encourage them to consider and apply the techniques to their business situations. The course is designed for up to 12 attendees.

This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Advanced

Course Content

Part 1: Developing Self Awareness

The fundamentals of Personal Empowerment

There are three fundamental NLP concepts used to introduce the subject of personal empowerment; Cause vs. Effect, Perception is Projection, and the Psychology of Excellence. In this opening section we cover all three approaches and have open class discussion on how to apply each at the team level and as a leadership driver.

The Power of Questions

What we focus on in life has a tendency of becoming our reality. Techniques that allow us to improve the control we have over our focus are therefore valuable in determining our reality. One method of achieving this mastery is to ask ourselves the right sort of questions. This section introduces the often overlooked power the questions we ask ourselves have on our thought processes and offers simple techniques for improving our internal processes so that we ask ourselves more empowered questions and thereby achieve better results.

Exercise:

Motivation through Empowerment

Part 2: Effective Goal Setting

The Principles of Success

Behind successful goals are five simple principles for success. In this section we study the five principles plus well-formedness conditions of effective goals before progressing to the principles behind goal setting and how to set them.

Why set Goals and How to set them

Only 3% of adults have written goals however those who write their goals down have a 1000% higher likelihood of achieving them. Why therefore do more people not take the time to write down their goals? In this section we discuss the psychology behind goal setting and introduce the steps for effective goal setting.

Exercise:

All participants will develop goals and review the structure of their goals with the instructor.

Part 3: Dealing with Limiting Decisions

What are Limiting Beliefs and Limiting Decisions?

Our beliefs limit what we can achieve and most of us have some deep rooted belief that holds us back from fulfilling our potential. For example, the common belief that "I can't speak in public" can be major blockage for executives as they move up the corporate ladder. For the leader this can be perceived as a sign of weakness, for the team member this can limit career progression. In this section we use theory developed by Dr. Tad James, the founder of Time Line Therapy™ to introduce the principles underlying, and characteristics of limiting beliefs and decisions.

Dispelling Limiting Beliefs and Empowering Others

The increased awareness developed in the previous section is now applied to tools for dealing with limiting beliefs. All participants shall work on their own limiting beliefs, using the methodology taught in class. Please note due to the complexity of Time Line Therapy™, these are not full Time Line Therapy™ interventions. The techniques taught are usable by attendees with their team members after attending the training. Exercises: Challenging your Limiting Beliefs, Emotional Awareness

Part 4: Planning your Future

This final section introduces some additional techniques focusing on positive psychology and invites participants to develop a plan for both their personal empowerment and that of their teams. Instructor led discussion and the "Evolution-U Personal Empowerment Plan" (EPEP) form the basis for the session with each attendee completing at least one EPEP for either themselves or their team.

Exercises: Develop a Plan for Empowerment

The Evolution-U Personal Empowerment Plan.

Coaching Your Team (Code: CYT)

Course Outline

It is difficult to successfully lead without also developing your key personnel to operate at their highest level of potential. To do this effectively it is helpful to understand the process of coaching. While coaching is often reserved as a perk for top management, there is huge value in management themselves being able to use coaching tools to unlock the potential of their team members. Fortunately these techniques are relatively simple and readily accessible with a little training.



This one day course introduces a series of core coaching competencies and allocates adequate role play time for participants to practise using coaching skills so that they can return to their teams and drive change and performance within their sphere of influence.

Learning Objectives

By taking this course, participants will:

- Learn the coaching mindset and the fundamentals of coaching.
- Develop a template coaching plan which will serve as the coaching record with team members.
- Use a series of introductory coaching tools and apply them to your business needs.
- Learn the 3D Coaching Model and how to generate questions that focus on each of it's elements.
- Use a series of advanced coaching tools and apply them to your business needs.
- Practise all tools and techniques, receive appraisal and develop a plan for applying to their business needs.

As well as instructor led presentation, this content includes numerous group break outs and exercises to engage participants and encourage them to consider and apply the techniques to their business situations. The course is designed for up to 12 attendees.

This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Advanced

Course Content

Part 1: Transitioning from Boss to Coach

The Coaching Mindset

When applied correctly coaching is an indispensable tool for unlocking potential however what is a coach? How does coaching differ from managing, mentoring or teaching and when do we use coaching to maximise impact rather than one of these others? These are the sorts of questions that are addressed in this introduction so that we can use coaching techniques as part of our leadership toolkit.

Developing a Coaching Plan

Any coaching assignment requires a coaching plan which is normally written by the coaching client under direction from the coach. When correctly drafted, the coaching plan is a reference document giving momentum, direction and accountability. It is an essential coaching tool that shall be introduced in this section with suggestions for templates.

Exercise: 'Raising the Bar'

An interactive group session where teams are challenged to identify the key attributes of leading global brands, and then develop a mind set and strategy for importing similar attributes into their own best practises and inspiring their teams to do likewise.

Part 2: Coaching Techniques & Application

Coaching Tools Part 1

There are literally hundreds of coaching tools used to assist coaches in delivering their message and enabling change for the coaching client. Many of the tools are effectively metaphors; stories or concepts wrapped in allegory to allow the listener to interpret the meaning without the meaning being presented as a fait accompli. In this section three introductory coaching tools are introduced and attendees are challenged to contextualise their use within their teams.

Exercise: Application of Coaching Tools Part 1

The 3D Coach

When coaching it is often necessary to manage three different sides of the coaching client; the emotional client, the logical client and the physical client. This section introduces each of these components, the relationship built with each and structured questioning for communicating across the three dimensions.

Coaching Tools Part 2

A series of more advanced coaching tools are introduced for assisting in the process of better understanding the coaching client, creating change and developing a robust and actionable coaching plan.

Exercise: Application of Coaching Tools Part 2

Part 3: Role play

The theory and techniques introduced in parts 1 and 2 are not particularly complicated individually. The challenge is to use the appropriate tool at the appropriate time and to resist prior tendencies which for senior managers are often embedded. The section on role play whereby course attendees act as coach and coaching client and deliver feedback to each other is therefore a critic .

Leadership Principles & Application (Code: LPA)

Course Outline

This training is based on best of breed research in the field of leadership and motivation. The tools selected for this one day training are designed to give participants a series of techniques and references that can, with practice in application, develop an inspirational leadership style that generates loyalty and excellence amongst team members.



Learning Objectives

By taking this course, participants will:

- Assess the traits of effective leadership and recognise the key areas of leadership growth required to be an effective and inspirational leader.
- Learn the Six Domains of Leadership Model as developed at Duke University and develop awareness of the dimensions for application in our leadership style.
- Study the latest research on how to motivate individuals and teams, learn the crucial difference between extrinsic and intrinsic motivation and how to apply these concepts into your organisation.
- Understand the difference between what we do and why we do it and develop our leadership style around the concept of Golden Circles.
- Learn the principles of the Emotionally Intelligent leader, why the concept of EI has become so important in leadership studies and discuss techniques for developing our own EI capabilities.

As well as instructor led presentation, this content includes numerous group break outs and exercises to engage participants and encourage them to consider and apply the techniques to their business situations. The course is designed for up to 12 attendees.

This course is available in one day module, for up to 12 people. Additional participants quoted upon request. Level: Expert

Course Content

Part 1: Leadership Theory

What makes a good leader?

An introductory study into the traits of effective and ineffective leadership, the most common areas for leadership growth and other fundamental concepts in leadership positioning.

Exercise: 10 reasons why people respond to good leaders

The Six Domains of Leadership

The six domain leadership model was developed by Sitkin and Lind at Duke University as a tool for assessing the full range of qualities required in an effective leader. This introduction to the Six Domains model is designed to raise awareness to each of these dimensions of leadership and provide context as we further develop the leadership tools throughout the course.

Part 2: Motivating Leadership

The Puzzle of Motivation

To quote General Dwight Eisenhower; "Leadership is the art of getting someone else to do something you want done because he wants to do it". In this section we take a deep dive into the concepts of extrinsic vs. intrinsic motivation and how harnessing the power of intrinsic motivation via it's three elements; autonomy, mastery and purpose, we can drive focus, results and loyalty.

Exercises: Strategies for Personal Motivation, Brainstorming Corporate Motivation (application of principles)

Golden Circles

Communicating why we do what we do rather than simply what we do is a core competency of the world's most successful companies. The concept, while not new, was coined 'Golden Circles' by Simon Sinek in his 2009 TED talk and has become the subject of much attention amongst business academics since. In this section we look at how golden circles can be used to generate loyalty, inspire action, develop leadership and drive anything from corporate culture to product development to sales and marketing. The Golden Circles methodology dove tails well with the concept of intrinsic motivation, the two tools together forming a strong foundation for delivering inspirational leadership.

Exercise: Application of Golden Circles in your business

Part 3: The Emotional Leader

Emotion Intelligence in Leadership

Based on the ground breaking research of Daniel Goleman, this section summarises key principles of EI and harnessing it's power in the field of leadership. The aim of this section is to deliver participants a summarised reference tool for developing the awareness necessary to lead at the emotional level – a process which cannot be completed in a single session and requires regular practise using the guidelines outlined in this section.

Part 4: Recap of core themes and Putting it all together

Instructor led discussion to raise awareness of each participants current and desired leadership style and assist in developing an improved leadership template.

EVOLUTION U

Business Psychology for a Better You™

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