

# THE BEST

WORKPLACE



Helping You Create  
The Best Workplace

[thebestworkplace.com](http://thebestworkplace.com)

*Top Talent. Inspiring Leadership. Deep Connections. Business growth.*



# Table of CONTENTS



**Elevate** **04**  
Our Method

**Focus (Our Services)** **05**  
What to Expect

**Professional Coaching** **06**

**Talent Development through  
Our Leadership Suite** **08**

## Elevate

We create tailored programs, promote thought leadership and continuous growth for your organization. Our method is rooted in cognitive-behavioral psychology. It utilizes research-based tools for creating sustained behavior change within a short period of time and is based on the clinically proven model of Awareness, Practice, and Reinforcement.

## Focus

We have service offerings in the following areas:



### Talent Development

- ✓ Training: People skills, sales, operations
- ✓ Leadership & management development
- ✓ Personality assessment



### Coaching

- ✓ Executive coaching
- ✓ Career coaching
- ✓ Team/Pod coaching



### Holistic Organizational Health

- ✓ Resilience, stress and organization skills
- ✓ Wellness design, implementation, and evaluation
- ✓ Diversity, Equity, Inclusion, Belonging



### Organizational Efficiency

- ✓ Workforce planning & development
- ✓ Finance training and consultation
- ✓ Project management



We are dedicated to providing you measurable results! There are many quantitative and qualitative measures that can be used to gauge the effectiveness of learning and development training.

## PEOPLE

Promotion readiness, reduced turnover, increased engagement scores, higher employee satisfaction levels, increased productivity, increased retention and reduced external hiring costs.

## PRODUCTIVITY

Cost or time savings, simplification efforts, reduced cycle time, process efficiencies, the impact of goal achievement, project completion and enhanced speed, such as faster onboarding.

## PROFITABILITY

Customer retention or acquisition, increased revenue or market share, improved margin, new product development, and improved bottom line business results.



**Achieve**  
We will work with you to determine the success criteria and measurements of success for our programs. Our expert team can create a customized package to help achieve your goals.

# Phases

objectives will be prioritized, skills/behavior will be practiced, and action plans will be established with measurable goals and timeframes. The main questions to answer during this phase are:

- 1) What are the top 2-3 developmental areas to be addressed in a Development Plan?
- 2) How and when will the new skills/behaviors be practiced with the Coach and others?
- 3) How will feedback partners be engaged?

## PHASE 3 - REINFORCEMENT

Behavior or skill change does not sustain itself without organizational reinforcement. This could be in the form of regular reviews of a development plan, feedback loops, incentives, and/or continued coaching and practice. It is during this phase that the Coach will contact the Sponsor to gather input on the progress and effectiveness of the coaching ... and discuss how to reinforce progress and expectations. **The coaching conversations will always remain confidential**, however, progress will be calibrated, and the feedback will help direct further action or reinforcement. The main questions to answer during this phase are:

- 1) What other tools (e.g., formal, experiential) are available to sustain the change?
- 2) How well have the 2-3 developmental areas been measurably improved ... and what measures will be used to gauge progress going forward?
- 3) How will the Sponsor and others (feedback partners, HR, etc.) reinforce the change?

## PHASE 1 - AWARENESS

Before people change, they need to be aware of what needs to be changed and why. During the Awareness phase, the Coach, Client, and Sponsor work together to answer:

- 1) What data or feedback indicates a change is necessary?
- 2) What are the impacts of the current behavior or results?
- 3) What specifically needs to change (e.g., strengths to be optimized, weaknesses to be improved) and what are the expected qualitative or quantitative measures and outcomes?

The Awareness phase is usually assessment and/or feedback driven. Typically 360o feedback is collected along with confidential interviews. The client company may use their own 360o feedback collection tool or The Best Workplace will administer a best-in-class tool. It is critical during this phase that the Coach and Client build a strong working relationship based on careful listening and trust.

## PHASE 2 - PRACTICE

The most effective path to long-term skill/behavior change is focused practice. It is during this phase that developmental

# Professional Coaching Process

## Focus

### What to Expect

Our mission is to create people-centered and growth-focused culture. The Best Workplace develops leaders to make the changes that generate positive results. We care about elevating talent, deepening connections, and achieving goals.



#### COACH

Facilitates Awareness, Practice and Reinforcement



#### CLIENT

Commits to attending sessions & practicing new skills/behaviors



#### SPONSOR

Typically the Client's Manager - provides developmental support



#### OTHERS

Example: HR, Feedback partners

# Leading Yourself: Self-Awareness, Confidence, Resilience

Before we can become effective leaders, we need to be able to lead ourselves. The main components of leading ourselves are an awareness of strengths & weaknesses, managing emotions, know how and when to be directive or delegative, manage our time, handling conflict, projecting confidence, and making effective decisions.

All of the courses within this program will require the DiSC style assessment, in person or virtual workshops, and action learning assignments. Supplements to this program could include:

Supplements to this program could include: Group Coaching, 1:1 Coaching, program debriefs and Learning Labs, learner presentations to executives, ELearning, video capture of presentations

## LEARNING OBJECTIVES

- ✓ Optimize your communication styles
- ✓ Compare and contrast Directive, Democratic, Delegative, and Transformational leadership styles
- ✓ Exercise developing focus and resilience
- ✓ Improve your ability to handle interpersonal conflict and negotiations
- ✓ Devise a plan to address strengths and weaknesses to become a stronger and high performing team member

## PROGRAM COMPONENTS

- ✓ DiSC Style Awareness - 3 hours
- ✓ Leadership Styles - 3 hours
- ✓ Emotional Intelligence - 3 hours
- ✓ Prioritization and Time Management - 3 hours
- ✓ Resilience and Adaptability - 3 hours
- ✓ Wellness - 3 Hours
- ✓ Managing Conflict - Having Difficult Conversations - 3 hours
- ✓ Decision Making - 3 hours
- ✓ Leadership Presence - 6 Hours



# Leading Others: Communication, Influence, Development

Using the latest research from operations, neuroscience, behavioral economics, and sports performance, this program provides the awareness, practice, and reinforcement needed to propel your ability to manage and lead to the next level. We will examine and exercise situational leadership, the JUICE model of influence and motivation, the performance coaching model, the best practices in leading change, and how to operationalize execution in a way that engages and motivates people. Participants will take a variety of assessments, conduct case studies, and practice formulating strategies, tactics, measurements, and milestones. This program is highly interactive, and participants will be expected to create a final capstone presentation.

This program contains assessments for most every module, including a JUICE Motivational Assessment, Influence Tactics, Change Culture, and Delegation Assessment.

Supplements to this program could include: Group Coaching, 1:1 Coaching, program debriefs and Learning Labs, learner presentations to executives, E-Learning, video capture of presentations

## LEARNING OBJECTIVES

- ✓ Learn how to create the best workplace
- ✓ Identify essential leadership qualities for success
- ✓ Compare & contrast leadership styles and adapt your style to the situation
- ✓ Craft a vision, build alignment, and execute plans while engaging your people
- ✓ Analyze your own leadership style and create a plan for developing it further
- ✓ Schedule and sequence work to maximize productivity, creativity, and mental health
- ✓ Establish accountability methods to maintain focus

## PROGRAM COMPONENTS

- ✓ Influence and Persuasion - 3 hours
- ✓ Performance Management - 6 hours
- ✓ Coaching Essentials - 3 hours
- ✓ Powerful Presentations - 6 hours
- ✓ Business Communications - 3 hours
- ✓ Leading Change - 3 hours
- ✓ Delegation Essentials - 3 hours
- ✓ Managing Teams - 3 hours



# Leading The Organization: Strategy, Alignment, Execution

## DESCRIPTION

This course is designed for the individual who wants an MBA-level range of learning and development in a modular, action-learning based program. You will learnhand on, the basics of finance, operations, strategy, tactics, how to build your brand, and how to influence and persuade others. You will practice essential skills such as: structuring and staffing a department, building a budget, creating a strategy, and executing associated tactics, creating metrics and measures (KPIs, OKRs), creating an influence map and communications plan, and how to manage the climb up your career ladder.

There will be action learning assignments with coaching and peer group feedback available. 1-on-1 coaching with career coach will be available after the class.

Supplements to this program could include: Group Coaching, 1:1 Coaching, program debriefs and Learning Labs, learner presentations to executives, E-Learning, video capture of presentations



## LEARNING OBJECTIVES

- ✓ Create executable strategies based on stakeholder goals
- ✓ Hands-on application of finance and budgeting concepts
- ✓ Understand and exercise the basics of organizational design and staffing
- ✓ Develop strategy, tactics, and associated performance metrics
- ✓ Explore and define your career ladder
- ✓ Create an influence map and associated communication plan

## PROGRAM COMPONENTS

- ✓ Strategic Planning for Leaders - 6 hours
- ✓ Corporate Finance - 6 hours
- ✓ Workforce Planning - 3 hours
- ✓ Operations - 3 hours
- ✓ Leading Projects - 3 hours
- ✓ Managing Innovation - 3 hours
- ✓ Executive Coaching - 6 hours

## Getting S\*\*\* Done: Setting Goals, Guiding Performance

### DESCRIPTION

How do we get stuff done? Some believe it's as simple as creating a "to do" list ... but most realize that there is much more to it than that. In this interactive workshop, we will explore and exercise all of the components of getting stuff done, from setting realistic goals to managing execution and all points in between. Borrowing from researching in neuroscience, behavioral economics, and project management, we will guide you through how to apply best practice tools on how to "chunkify" your work, create milestones and measures, set and maintain accountability methods, and control expectations by "managing up" and reprioritizing.

### LEARNING OBJECTIVES

- ✓ Schedule and sequence work to maximize productivity, creativity, and mental health
- ✓ Create milestones and measures (KPIs'/OKR's) to gauge progress
- ✓ Establish accountability methods to maintain focus
- ✓ Control expectations by effectively managing-up and negotiating priorities

### PROGRAM COMPONENTS

- ✓ Setting Goals – the art and science
- ✓ Establishing productivity habits, mindsets, and tactics
- ✓ Keeping yourself and others "on-track"
- ✓ The power of "chunkifying" work into digestible bits
- ✓ Creating qualitative/quantitative measures to gauge progress, feedback, & improvement
- ✓ Setting and maintaining accountability methods
- ✓ The importance of collaboration, engagement, and ownership of priorities
- ✓ Managing-up and negotiating priorities



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