



FRONTIER ASSOCIATES, INC.
MANAGEMENT CONSULTANTS

The Effective Leader Program Workshop Outline

Communications Workshop

Fundamental Principles

- Power, Breakthroughs, Knowing & Coaching
- Communications: A Lever for Producing Results

Change vs. Transformation, Resistance to Change

Listening Powerfully

- Listening Through a Filter
- Creating Ideas: Listening for Possibility
- Managing Conversations for Possibility

Speaking Effectively

- A Model of Human Behavior
- Work as a Series of Conversations
- Background Conversations
 - Includes Responsibility, Accountability, Job Descriptions
- Being a Conversation Manager
- Foreground Conversations: Conversations for Accomplishment
 - Establishing Relationships and Goals
 - Creating Possibility
 - Analyzing Alternatives
 - Producing Action
 - Monitoring Promises: Existence Systems
 - Resolving Obstacles
 - Completing the Accomplishment

Management Workshop

An Effective Definition of Management

Resolving Very Difficult Obstacles: Producing Breakthroughs

Being Present: Handling Distractions

Active Listening: Recreating Others

Leaving No Loose Ends: Being Complete

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

Resolving Interpersonal Conflicts

Effective Meeting Management

Leadership Workshop

A Powerful Definition of Leadership

Creating Possibility In the Face of Opposition

Getting Buy-in: Enrolling Others

Inspirational Long-Term Planning: Creating a Future from the Future

Creating a Powerful Organizational Culture

Creating Trust

Effective Coaching, Empowerment, and Feedback

A Major Motivator: Appreciation and Acknowledgment