

# HOW TO MENTOR, COACH AND LEAD YOUR TEAM (Build a High Performance Team)

Strong, productive teams that pull together, exceed goals, and go the extra mile don't happen by accident. They're created, led and motivated by leaders with exceptional team building skills. Thanks to this intensive training, your managers, supervisors and team leaders can now master the latest techniques, innovative tools and best practices used by the country's top leaders to achieve improved team performance and increased productivity.

This revolutionary approach to leadership training is highly interactive, and the participants "learn by doing" it, in proactive sessions, small groups activities, role playing and other team-building exercises. They'll gain tools for improving cooperation, relationships, strengthening teamwork, and opening lines of communication. Participants will learn a proactive approach to dealing tactfully yet firmly with unacceptable employee behavior and learn steps for coaching team members with unsatisfactory performance.

*Organizations that have brought this training on-site have reported immediate and dramatic results in the effectiveness of their managers, supervisors and team leads, as well as higher overall morale in the workforce. Designed as an intensive two-day workshop, this program can be customized to be presented in one day.*

The approach and design of all methods employed in this program are both practical and action oriented. The material is so fundamental that many may assume they know it all before they hear it. This is really a key factor in the program. We proceed from the known to the unknown.



## *Tradition of Excellence*

*Dr. Alex Garcia and Leadership Dynamics has built a strong reputation for affordable, practical, and convenient business training for professionals everywhere, in every industry and sector. With many satisfied customers, we continue to provide superior training you come to expect from Dr. Alex Garcia. Our blended learning approach is designed to offer various training options to meet the individual needs of your employees and your organization. Choose from many quality courses that can satisfy your organization's needs any time, any where and in any format.*

# AGENDA TOPICS

## ***BECOME AN EFFECTIVE LEADER, MENTOR AND COACH***

*What is a Mentor and Coach*

*The Leadership Philosophy*

*Characteristics of an Effective Leader*

*The Rewards of Effective Leadership*

***Action Steps***

***Case Study***

## ***ACHIEVING SUCCESS THROUGH GOAL SETTING***

*The Power of Goal Setting*

*Committing Yourself to Your Goals*

*Designing Your Future*

*Establishing Priorities*

*Making Workable Plans*

*Affirming and Visualizing Your Success*

***Action Steps***

## ***DEVELOPING A POSITIVE SELF-IMAGE / SELF-ESTEEM***

*The Relationship Between Self-Image, Self-Esteem and Success*

*What is the Self-Esteem*

*Overcoming Negative Attitudes*

*Creating a Positive Image and Positive Self-Esteem*

*Special Kinds of Courage*

*Concentrating on the Benefits of a Positive Self-Image and Positive Self-Esteem*

***Action Steps***



# **COACHING TEAM MEMBERS TO PEAK PERFORMAMCE**

*Keys to Effective Coaching*

*How to Establishing a more positive, Energized Work Environment*

*Different Coaching Approaches for Different Team Members*

*Better-Than-Money Motivation Techniques Every Leader Should Know*

*Establishing a More Motivational Climate*

**Action Steps**

## **USING COACHING AND MENTORING TO CRATE A STRONER, MORE EFFECTIVE TEAM**

*Techniques for Building Trust and Mutual Respect*

*Power Tips for Boosting Cooperation and Teamwork*

*How to Keep Your Team Up and Energized Under Pressure, Crisis, and Change*

*Spotting Team Member Burnout Before It's Too Late – and How to Help*

**Action Steps**

**Case Study**

## **MAXIMIZING PERSONAL PRODUCTIVITY**

*Using Each Person's Best Qualities*

*Delegating With a Purpose*

*Training for Growth and Renewal*

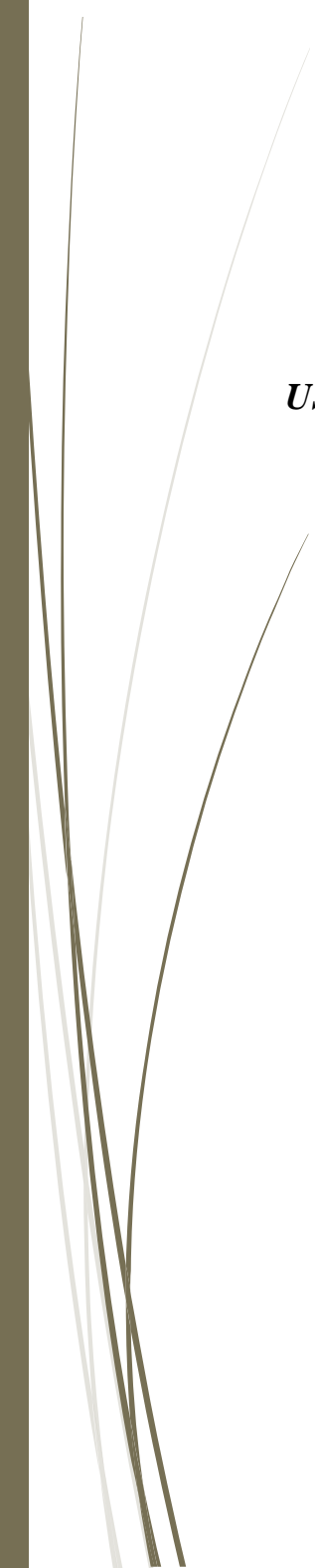
*Integrating Personal and Organizational Goals*

*Tracking Performance*

*Providing Feedback on Performance*

*Recognizing and Rewarding Productivity*

**Action Steps**



## **MINIMIZING STRESS**

*Making Stress Work for You*

*Managing by Goals*

*Identifying Priorities*

*Keeping in Touch*

*Preventing Burnout*

*Keeping Your Perspective*

***Action Steps***

## **ACHIEVING RESULTS THROUGH COMMUNICATION AND PERSUASION**

*Communication - The Human Connection*

*Identify the Different Styles of Communication*

*Establishing Rapport*

*Develop Strong Assertiveness Skills*

*Communicate with Confidence*

*Giving Instructions and Orders*

*The Power of Persuasion*

***Action Steps***

## **EXERCISING AUTHORITY AND POWER PRODUCTIVELY**

*Sources of Authority and Power*

*Activating Your Resources*

*Sharing Power with Team Members*

*Enjoying the Benefits of Leadership*

***Action Steps***

## INSTRUCTOR:

Dr. Alex Garcia, founder and CEO of Leadership Dynamics, is a globally experienced trainer, international speaker, and performance improvement coach. With over 20 years program design and delivery experience in both government agencies and employee associations. Dr. Garcia and Leadership Dynamics has a long and strong track record of providing passionate, engaging and highly effective training, with well over 1700 hours of formal classroom delivery to Senior Executives and over 1000 hours coaching Federal Judges and senior executives. He has worked with diverse senior leadership clients including: Department of Defense, Lockheed Martin, Federal Law Enforcement Training Center, NOAA, SSA, NSA and the Air Force Research Laboratory, to name a few (see client list). A Subject Matter Expert in areas of Communication, Leadership, Engagement, Team Building, Relationship, Conflict Management, People Skills, Change Management, Emotional Intelligence, and other similar open-enrollment and custom programs. With a Ph.D. in Industrial Organizational / Behavior Psychology, from Wright State University, and a strong, practical and entertaining delivery style, Dr. Garcia ensures information is presented with passion and excitement to enhance retention.

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Complete list of clients, training, speaking topics, coaching services, video demo, and testimonials, is available at: [www.leadershipdynamicsllc.com](http://www.leadershipdynamicsllc.com).

## *Partial Client List*

Federal Executive Institute (FEI)  
U.S. Department of Justice  
U.S. Department of Defense  
Social Security Administration  
Department of Agriculture  
Naval Systems Command  
Department of Interior  
Department of Energy  
Federally Employed Women Org.  
DC Dept. of Transportation  
Northrop Grumman  
US Census Bureau  
Lockheed Martin  
U.S. Air Force Research Laboratory  
Bellevue Hospital  
University of Oklahoma  
NASA  
NSA  
NOAA