

Associate Academy

These courses are intended for associates regardless of length of service:

- **DISC Introduction** - The basics (Orientation) (1 hour)
- **Living the Values-Driving the Culture** - The business proposition for values and importance of knowing one's personal values (Orientation) (1.5 hours)
- **Achieving Your Potential**
 - **Part 1** - Using the human mind to realize one's potential. (2 hours)
 - **Part 2** - Concept Application. (2 hours)
- **Time Management** - Basic techniques for improving productivity in an audience-tailored format (2 hours)
- **Mastering Tough Conversations**
 - **Part 1** - An overview of the principles for handling tough conversations with case studies (2 hours)
 - **Part 2** - Concept Application. (2 hours)
- **Winning Decisions**
 - **Part 1** - How to frame an issue and gather information to make a decision. (2 hours)
 - **Part 2** - Concept Application. (2 hours)
- **Career Development** - A roadmap to guide the career planning process, including assessments, gap analysis tools and planning templates. (2 hours)

- **Listening Workshop** - The basics of active listening (2 hours)

Leadership Academy

These courses are intended for new and experienced Managers & Leaders that have responsibility for directing and mentoring the efforts of other associates:

- **Situational Leadership Series**
 - **Situational Leadership** - Presents a model for assessing individual readiness and selecting a high-probability approach for engaging in other peoples' work. (2.5 hours)
 - **Situational Coaching** - The Situational Leadership model is applied in a coaching practice lab using real-life situations (2.5 hours).
 - **Leading Teams** - Describes a model for team growth and a leader's role at each stage. Learning vehicle is a character study from the film *Hoosiers*. (2.5 hours with pre-work. **Prerequisites - Situational Leadership Series and watch 'Hoosiers' film**)
- **Managing Up** - How to engage with the boss in a constructive way to maximize your influence and minimize negative impact. (2 hours. **Prerequisite - Situational Leadership Series**)
- **Motivating Others** - This session deals with understanding others' motivations and how to capitalize on those tendencies. (2 hours)

- **Behavioral Interviewing** - A structured process for interviewing and how to use DISC in the hiring process. (2 hours)
- **The Management Model** - Rick Jackson's Expect-Inspect-Feedback model is explored with suggestions for implementation. Participants will learn how to deal with eroding performance. (2.5 hours)
- **Peer-to-Manager Transition** - The focus is on adapting to the unique expectations of a manager's role.
 - **Part 1 - Role Definition**...scope, responsibilities and expectations of the manager's role. (2 hours)
 - **Part 2 - Relationships** managing relationship transitions. (2 hours)
 - **Part 3 - Communication** structuring communication channels. (2 hours)
- **Leading Change** - Focuses on reducing conflict in a change effort, finding change champions, leading people through a change, dealing with non-adopters and assessing progress. (2 hours)
- **Leader's Toolbox** - Leaders are selected for this development initiative. This 10 week intensive program combines several JHU courses along with some special offerings. Projects, assignments and presentations culminate in a graduation ceremony.

Team-Building (By Appointment)

These courses are intended for teams that desire increased accountability, trust, performance, communication and effectiveness (Pre-work & assessment fees may apply):

- **Discover Your Strengths** - Understand your Core Strengths and learn to borrow the best strengths for each situation. (4 hours)
- **Motivation - What Drives Our Team?** - Discover what makes each team member tick from the core. Dive into the Motivation behind Behavior. (4 hours)
- **Conflict - Seek First to Understand** - Learn how Motivation changes in Conflict, discover your Conflict Triggers and how to manage and possibly prevent Conflict effectively. (4 hours **Prerequisite – Motivation - What Drives Our Team?**)
- **DISC for Teams** - Refreshes the DISC concepts then helps the team better understand each other in terms of his/her response style. (2 hours)

