



# Time Allocation - Topics

## 10% Introduction

- The need to get off autopilot in how we respond to situations, people and challenges.
- The power and importance of reflection in our personal development as leaders.

## 30% The Mindset of a Leader

- Exploring the T E A R Process (Thinking Emotions Actions Results).
- Why long term change comes only when people begin to think differently about themselves, their roles and other people.
- The four types of faulty thinking and how they can sabotage and hinder our effectiveness.
- How to Shut Up Faulty Thinking and Move On to Fruity Thinking.
- The power of questions and their impact on ourselves and others.

## 20% Dealing with Setbacks

- The concept of Hippo Time - the need to wallow. Why its necessary to acknowledge negative emotions but how to avoid wallowing for too long.
- How best to help people in Hippo Time and three unhelpful responses to avoid.
- Developing resilience as leaders and the importance of recovery time.

## 20% Building Better Relationships

- Remembering the beach ball exploring what factors influence peoples perceptions of a situation and why its understandable people see things differently from each other.
- Examine four questions to help you reduce conflict and build better relationships with others.

## 20% Action Brings Satisfaction

- Learn Latin applying the phrase carpe diem (seize the day) to our professional and personal lives
- Identify five reasons why people procrastinate.
- Applying five strategies to help us turn intention into action.

# Focus

## Primary - Leadership Development

Adaptability, Communication, Developmental Perspective, Empathy

## Secondary - Planning/Organizing

Problem Identification

## Tertiary - Executing/Controlling/Evaluating

Direction

# Level

Introductory

Intermediate

Advanced

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