



## Time Allocation - Topics

- 5% Recognizing the scientifically validated qualities of High-Performance and Low-Performance Leadership
- 15% Understanding how these high and low performance qualities relate to how your brain works
- 15% Discovering how to better work your brain with mindfulness practice
- 5% Introducing a practical 4-Step Framework to Engage High-Performance Conscious Leadership
- 10% Step 1: Recognizing and Managing Reactivity
- 10% Step 2: Reappraising Stress and Self-Doubt
- 10% Step 3: Cultivating Creativity (by focusing on what matters most and work and at home)
- 10% Step 4: Catalyzing Growth
- 15% Applying the 4-Step Framework to enhance relationships and create high-performing teams and cultures
- 5% Wrap up including highlighting the immediately actionable key takeaways

## Focus

### **Primary - Leadership Development**

Commitment, Communication, Decisiveness, Motivation, Timing, Use of Time

### **Secondary - Planning/Organizing**

Problem Identification, Selecting and Organizing Information, Developing Specific Plans, Determining Required Resources

### **Tertiary - Executing/Controlling/Evaluating**

Decision Making, Delegation, Coordination, Meeting Schedules, Follow Up

## Level

Introductory Intermediate Advanced

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