

TRANSFORMATION TOPICS



Strategic4Life, Inc

Strategic life, because a positive attitude, luck, and a rabbit's foot will not produce the results you desire.

To Equip, Enable, & Empower

Personal Growth & Professional Development
Services by Strategic4Life, Inc.



Global Training Index

Personal Growth & Professional Development Topics

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New Topics



Achieve More by Doing Less (4 Hours): Everybody gets 168 hours a week, but it never feels like enough. Work gobbles up most of our times with professionals working as much as 70 hours a week, leaving less and less margin for rest, exercise, family, and friends. If we're not careful, we can trade what matters most for a task list that grows longer by the day. This workshop reveals strategies to win at work, so you are free to succeed at the rest of your life, health, relationships, and more. Based on the popular book *Free to Focus*, by Michael Hyatt, we will discuss:

- Redefine your work so it works for you
- Filter your tasks and commitments
- Cut out the non-essentials
- Eliminate interruptions and distractions
- Set boundaries that protect your focus and drive results



Leadership Foundations Workshop/Game (3-4 Hours): Leadership is the ability to influence others. There are numerous topics, discussion, and references regarding leadership. There are numerous skills required to be a good leader. Many of the skills are inward directed and many are directed toward others that are influenced by the leader. This workshop/game concentrates on numerous leadership fundamentals and characteristics to baseline what leadership looks like. This fun and integrated activity provides opportunity for participants to share their thoughts and perspectives regarding leadership topics such as trust, self-discipline, personal growth, vision, problem solving, communication and people skills, confidence, and more.

Miscellaneous Leadership & Relationship Topics



The Hammer Principle (1 Hour): The important question to ask regarding the Hammer Principle is, do I overreact to things (small things) in a relationship? Like most people, we like to be right, and we often think we are right. The facts and data make sense to us, the feelings are forefront in our mind, and our decisions, talking points, and opinions seem to be correct. Why wouldn't we be right? It makes sense to us. Having the right attitude can be more important than having the right answers. Consider a softened approach, listening more, and stop making a big deal out of little things.



The Pain Principle (1 Hour): There's countless examples of how hurting people often hurt other people. We see it in the workplace, and the news is full of bullying, intimidation, violence, threats, and other proof of how hurting people hurt people. Hurting people DO NOT have to kill, wound, or make threats to inflict pain, there are various means, ways, and tactics used to inflict pain. Discover timely truths to better understand and deal with hurting people.



The Foundation of Leadership - Trust (1 Hour): Have you ever worked on a team where you didn't trust someone or the leader? It makes everything more difficult and challenging. But if you've ever worked with people you did trust, it was a pleasurable experience and much more enjoyable. One can build trust by consistently exemplifying competence, connection, and character. People will forgive occasional mistakes based on ability, especially if they can see that you're still growing as a leader. And they will give you some time to connect. But they won't trust someone who has slips in character. In that area, even occasional lapses are lethal. All effective leaders know this truth.



Leading Yourself (1 Hour): One of the most important, yet least discussed topic on leadership is How to Lead Yourself. When leaders fail to lead themselves, on a day to day basis, they get themselves into trouble. There are countless illustrations, news articles, and examples where gifted, talented, and powerful leaders failed and caused frustration for their families, organizations, and the people that followed them. If we want to find success, satisfaction, and significance in leadership, we would do well to learn how to lead ourselves successfully.



The Value of Asking Questions (1 Hour): Asking a good question is like lowering a bucket into a well; it enables you to draw out value that otherwise remains hidden and out of reach. Questions not only bring knowledge; they build bridges. The most effective way to connect with others is by inquiring into their hopes, needs, and interests. I've discovered you never develop a relationship until you're willing to engage, be honest, be transparent, and be genuine with others. That's the foundation of relationships, and asking questions contribute to the relationship development process.



The Secret to a Good Meeting (1 Hour): If you add up the number of people attending your meeting, multiply that by the costs of the individuals attending your meeting, you can quickly surmise that the cost for your meetings is very expensive. It can easily be worth thousands of dollars (depending on your audience, duration of the meeting, and wage of the participants). In addition to the cost of the meeting, there is an impact in lost production time. In other words, what could the participants be doing rather than attending your meeting? What value could they provide by staying productive instead of attending your meeting? Most people have the wrong idea about a meeting. Most people think meetings are time savers. You ask a bunch of people to join you in a room, so you can deliver a message one time. That's the wrong way to think about a meeting. Meetings are for getting things done (unless it is strictly an informative meeting)! To do that, you must often have a meeting before the meeting to prepare people for the reason. Discover Why!



People Quit People, Not Companies (1 Hour): All organizations have an influx in outflow of people that works like that of a revolving door. People come in through that door because they have a reason, they want to be part of the company. Perhaps the *vision* of the organization resonates with them. Or they believe the company holds great *opportunities* for them. Or they value the *financial* and *benefit* package that the company offers. Or, they *admire* the company as a leader. There are as many reasons as there are people who apply for a job. But when they exit the company through that door, chances are they all have something in common. Their desire to leave for "greener pastures" is often motivated by the need to get away from someone. So why do people quit? As leaders, we'd like to think that when people leave, it has little to do with us. But the reality is that we are often the reason. Some sources estimate that *as many as 65%* of people leaving companies do so because of their *managers*. We may say that people quit their job or their company, but the reality is that they usually quit their leaders.



Keep Learning to Keep Leading (1 Hour): What is your plan for personal growth? Most people, when asked this question are stumped, they typically don't have a plan and most often don't realize they need one. Often, people will try to stumble their way through the conversation by stating what they do every day at work, how they strive to climb the corporate ladder, or how they try to do the best job they can possibly do. People don't grow automatically. To grow you must be intentional. Nothing happens automatically, nothing happens magically. Nothing happens automatically.



Your Biggest Mistake is Not Asking What Mistakes You're Making (1 Hour): When you're young and idealistic, you often think you can lead better than many of the people who have led before you. You can be so positive, aggressive, and optimistic...and totally naïve. John Maxwell writes, "in my youthful zeal, I usually took for granted that everything was fine. I didn't look for problems because I didn't expect to have any. The result? I often got blind-sided. Whenever that occurred, I was bewildered. How could such a thing like that happen." After getting blind-sided on numerous occasions, John said he started asking other leaders for help. One of those leaders said something that changed his leadership. He said, "John, the biggest mistake you can make is to not ask what mistakes you're making."



Effective Leaders Are Listeners (1 Hour): The next few times you are in a meeting, ask a colleague to track how much time you spend speaking and how much time you spend listening. If you're not listening at least 80% of the time, you may need to improve. This



workshop dwells on the five levels of listening, and there reasons why listening is so important. Effective leaders are active listeners. They do more than listen to people who approach them. They seek out the thoughts, opinions, and feelings of others. If you haven't heard from some of your key people recently, seek them out and give them your ear.



Defining Moments Define Your Leadership (1 Hour): What determines whether a leader emerges to meet the challenge of the hour? What will determine whether you'll step forward to successfully meet the challenges you face? The determining factor may be how you handle critical moments in your life. These moments often define who you are as a person and as a leader. Sometimes we can sense the importance of our actions in the moment. We can see clear paths ahead of us, leading up, or leading down. Other times, sadly, our defining moments occur when we don't see them for what they are. Only afterward, when time has passed and we look back, do we understand their importance. Either way, they define who we are.



Handling Criticism (1 Hour): One of the prices of leadership is criticism. When spectators watch a race, where do they focus their attention? On the front runners! Few people pay close attention to the racers who are out of contention. Racers who are viewed as being out of the running are often ignored or dismissed. But when you're out front and ahead of the crowd, everything you do attracts attention. How do you handle criticism? Not everyone handles criticism the same way. Some try to ignore it. Some try to defend themselves against it. Others use a witty remark to put a critic in his place. But no matter what, if you are a leader, you will have to deal with criticism.

COMMUNICATIONS MANAGEMENT

Conflict Management: Conflict is inevitable in any environment. Incongruent requirements, competition for resources, breakdowns in communications, and many other factors could become sources of conflict. Team members must be able to identify the root causes for conflict and then actively manage the conflict thus minimizing potential negative impacts. The team is then able to deliver better solutions and increase the probability of success. Team members must develop the skills and experience necessary to effectively adapt their personal conflict management style to the situation. Managing conflict in any environment involves building the trust necessary for all involved parties to be open and honest, and to engage in seeking a positive resolution to the situation creating the conflict. Managing conflict is one of the biggest challenges a manager faces. It draws upon all the other interpersonal skills of a manager in order to lead the team to a successful resolution of the situation in conflict.

Emotional Intelligence 2.0: In today's face-paced world of competitive workplaces and turbulent economic conditions, each of us is searching for effective tools they can help us manage, adapt, and strike out ahead of the pack. Learn a step-by-step process for increasing your emotional intelligence using the four core EQ skills – self-awareness, self-management, social awareness, and relationship management – to exceed your goals and achieve your fullest potential.

Professional Growth & Development: Potential is one of the most wonderful words in any language. It looks forward with optimism, exudes hope, and promises success. This training provides pragmatic views on how to develop both personally and professionally, because you have potential. There are numerous misconceptions about growth that keep people from reaching their potential. Here's a few!

- Assumption Gap – I assume I will automatically grow
- Knowledge Gap – “I don't know how to grow”
- Expectation Gap – “I thought it would be easier than this!”
- Accidental Growth Verses Intentional Growth
- Steps to Build Self-Image



Influence & Persuasion: Influencing is a strategy of sharing power and relying on interpersonal skills to get others to cooperate towards common goals. Influencing others isn't luck or magic – its science. There are proven ways to help make you more successful as a salesman, office politician, or project manager. "People's ability to understand the factors that affect their behavior is surprisingly poor," Most people can't explain why they made a decision. Being able to identify the underlying factors that influence decisions means one also understands how to use them to get more positive responses.

Mentoring & Coaching: Mentoring & Coaching provides for a holistic approach to support both the mentor and mentee, coaches and students. The Mentoring and Coaching Guide is meant to be a reference to a variety of topics that represent effective team building and personal development opportunities. Subtopics include:

- The myth of the Lone Ranger
- Reasons why people do things by themselves
- Mentors & Coaches are Needed
- Differences Between Teaching, Mentoring, and Coaching
- Coaching Objectives
- Mentoring Objectives

Presentation Skills & Tools Use: The objective of this training is to prepare more effective presentations. Effective Presentations require thought, effort, and time. You can create more engaging presentations by following these guidelines, tips, speaker notes, and handouts. It is a sad thing to hear a customer complain that information, status, or the kick-off meeting didn't go well because someone wasn't prepared, capable, or knowledgeable about the topic. Even worse, when a professional project manager becomes shy, timid, or intimidated when he/she has not properly prepared a stellar presentation.

Risk Management: Risk Management includes the processes of conducting risk management planning, identification, analysis, response planning, and controlling risk on a project. Risk is an uncertain event or condition that, if it occurs, has a positive or negative affect on one or more project objectives such as scope, schedule, cost, and quality. A risk may have one or more causes and, if it occurs, it may have one or more impacts. The Learning objective is to become familiar with the following tasks and activities.

- Plan Risk Management
- Identify Risks
- Perform Risk Analysis
- Plan Risk Responses
- Control Risks

LEADERSHIP

Leadership 101: No matter who you are, you can lead – and lead well. This workshop offers a succinct and inspiring framework for enhancing the leadership abilities you already possess. Learn how to:

- Follow your vision and bring others with you
- Produce a legacy
- Grow the loyalty of your followers
- Make continual investments in the quality of your leadership
- Increase your ability to influence others
- Determine your leadership "lid"
- Empower others through mentoring
- Create a foundation of trust
- Use self-discipline to improve your character – and your results.



5 Levels of Leadership: True leadership isn't a matter of having a certain job or title. In fact, being chosen for a position is the first of the five levels every effective achieves. To become "more than the boss" people follow only because they are required to, you must master the ability to invest in people and inspire them.

21 Irrefutable Laws of Leadership: Insights from over 40 years of leadership successes and mistakes with observations from the world of business, politics, sports, religion, and military conflict. Discover why:

- Abraham Lincoln went from militia captain to private during the Black Hawk war
- So many people lost their lives or got stranded during the Katrina disaster in new Orleans
- The CEO of the world's ninth largest retailer has a no-frills office, answers his own phone, and takes a salary that puts him in the bottom 10% of CEO's
- Henry Ford nearly sent his own company into bankruptcy
- The law of the lid is the most important leadership principle you will ever learn

Indispensable Qualities of a Leader: What do you dream of? In your wildest imagination, what do you see yourself doing? Now, what is standing in your way? The answer is Leadership. "Everything rises and falls on Leadership" says John C. Maxwell but knowing how to lead is only half the battle. Understanding leadership and leading are two different activities. The key to transforming yourself from someone who understands leadership to a person who successfully leads in the real world is character. Your character qualities activate and empower leadership -or they stand in the way of your success. If you look at all great leaders, you'll find that they possess the 21 qualities of a leader.

Developing the Leader within You: Leaders are made, not born; discover a way to develop as a leader. No matter your leadership arena – business, non-profit, education, church, or family – the principles will positively impact your life and the lives of everyone around you. Learn the foundational lessons for becoming a good leader.

EQUIPPING



Goal Setting & Goal Achievement (2 Hours): Do most people have goals? Apparently not. If you ask 100 people "What are you doing that will absolutely guarantee your failure in life?" Most people, after the initial shock wears off, will probably say something like, "I'm working for success." Tragically, most of them think they are but most are not. Nobody plans to fail. The problem is most people don't plan anything. If goals are important, why do only 3% of the population specifically commit their goals to paper? Four reasons:

1. They have never understood the value of writing their goals on paper
2. They don't know how to identify/write their goals on paper
3. They fear they won't reach their goals
4. Poor self-image. They don't think they deserve good things, so why try to achieve it?

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Equipping 101: One is too small a number to achieve greatness. Equipping 101 offers valuable insight and practical tools to deliver what you need to know such as:



- The power of teamwork
- Why equipping is essential to a leader's success
- The qualities to look for in potential leaders
- Ten steps for investing in others
- How to become an "enlarger" of people
- Investing in your team for the future

No Limits: Identify the abilities and choices that make up our capacity. Some we already possess (energy, creativity, and leadership). Others are things we must choose, like attitude, character, and intentionality. Examine each of these capacities that provide rich insight and self-awareness as well as clear and actionable advice on how you can increase your potential.

15 Invaluable Laws of Growth: How to develop yourself so you have the best chance of becoming the person you were created to be including:

- The law of the mirror, you must see value in yourself to add value to yourself
- The law of awareness, you must know yourself to grow yourself
- The law of modeling, it's hard to improve when you have only yourself to follow
- The law of the rubber band, growth stops when you lose the tension between where you are when where you could be
- The law of contribution, developing yourself enables you to develop others

Put Your Dream to the Test: What's the difference between a dreamer and someone who achieves a dream? The answer lies in answering ten powerful and straightforward questions. Whether you've lost sight of an old dream or you are searching for a new one within you, discover a step-by-step action plan that you can start using today to see, own, and reach your dream. It's one thing to have a dream, it's another thing to achieve it. If you're willing to put your dream to the test – and do what's needed to answer yes to the ten questions – then your odds are very good for seeing your dream become reality.

Today Matters: Lots of topics claim they can change your life, but how many teach you how to take the many small steps that lead to success every day of your life? This workshop shows you how to seize the day. In this hands-on and inspiring guide, discover 12 daily practices to help you control your daily agenda, make time for people you love, and find success in your career. Learn how to:

- Prioritize your agenda – learn how to decide every day what's important to you, then get it done.
- Stretch your creativity and thinking – generate innovative ideas every day to become a more valuable employee or boss
- Manage your money – every day, instead of letting it manage you.
- Improve and build relationships – connect with others every day.
- Nurture your personal growth – find out how to make yourself more valuable every day and enjoy the payoff tomorrow.

Developing the Leaders Around You: "The greatest leadership principle that I have ever learned is that those closest to the leader will determine the success level of that leader" says John C Maxwell. It's not enough for a leader to have vision, energy, drive, and convictions. If you want to see your dream come to fruition, you must learn how to develop the leaders around you. Whether you're the leader of a non-profit organization, small business or Fortune 500 Company, Developing the Leaders around You can help you take others to the limits of their potential and your organization to a whole new level.

Indisputable Laws of Teamwork: Everyone is part of a team. If you are married, you and your spouse are a team. If you are employed, you and your colleagues are a team. If you give your time to a church or other organization, you are part of a team of volunteers. And while everyone knows team work is a good thing, you may not know how it really works. Why do some teams appear to skyrocket toward realizing their



vision while others seem to go nowhere? This workshop demystifies the process of building a winning team, making it simple to grasp, retain, and put into practice.

RELATIONSHIPS

Relationships 101: Leadership is a relationship-intensive endeavor. If your people skills aren't strong, neither will be your leadership. "If people aren't following you, then you're not leading." Discover time tested principles for developing healthy relationships with others – inside and outside of your organization – such as:

- The fundamentals common to all good relationships
- How to motivate people by knowing five things everyone has in common
- How to create a lasting connection with people on your team
- Why listening skills can be a leader's best friend
- The crucial factor that creates the foundation of all good relationships
- The most important relationship for any person's success

Everyone Communicates, Few Connect: Ever wonder why some people seem to move forward in their careers while you seem stuck? Why no one seems to think your great idea will work? Why your kids don't seem to pay attention? Does it seem as if no one's listening to what you say? Maybe they're not – because you aren't really connecting when you communicate. Talk is cheap, everybody does it. The question is, how can you make your words matter and influence any outcome? How can you really connect with them?

Becoming a Person of Influence: Learn simple insightful ways to interact more positively with others and watch your personal and organizational success go off the charts:

- Managers will see their employees respond with new enthusiasm
- Parents will connect with their children on a deeper level
- Coaches will see players blossom
- Salespeople will break records

Winning with People: Many people focus on other talents and abilities first – such as polishing their communication or leadership skills or taking courses to expand their base of knowledge – but they forget that good relationships are the foundation for achievement. Discover the tools to you need to immediately improve your existing relationships as well as cultivate strong, exciting, and new ones. Using a unique blend of interesting facts, statistics, humor, and real-life examples, this course will show you how to use the skills you use and the relationship you choose to achieve success.

ATTITUDE

Attitude 101: Attitude is the key in making or breaking a leader. Leadership has less to do with position than it does with disposition, because it will influence the way the followers think and feel. Great leaders understand that the right attitude will set the right atmosphere, which enables the right responses from others. Maxwell addresses what shapes a person's attitude and whether attitude can be changed. He addresses the common feeling of failure and shows how to overcome obstacles. Understanding success as a journey rather than a destination, he explains, is the key to good leadership. He concludes Attitude 101 with practical ways readers can take their attitude to the next level.

Sometimes You Win, Sometimes You Learn: Any setback, whether professional or personal, can be turned into a step forward when you possess the right tools and mindset to turn your loss into a gain. Discover a roadmap for winning and examining the eleven elements that constitute the DNA of learners who succeed in the face of problems, failure, and losses:

- Humility, the spirit of learning
- Reality, the foundation of learning



- Responsibility, the first step of learning
- Improvement, the focus of learning
- Hope, the motivation of learning
- Teachability, the pathway of learning
- Adversity, the catalyst of learning
- Problems, the opportunities of learning
- Bad Experiences, the perspective of learning
- Change, the price of learning
- Maturity, the value of learning

Intentional Living: You probably have a longing to be significant, to contribute, to do something noble and purposeful. But do you doubt that these things are within your reach? Do you think that to make a positive impact on the world you need to be a certain age, have a lot of money, be famous, or have a big idea? The good news is that none of those things are necessary for you to achieve significance or create a legacy. The key to choosing a life that matters is to be intentional. If you possess the desire to make a difference, place a high value on people, and are willing to team up with others, significance is within your reach. Learn how to start small but believe big, find your why and live every day as if it matters – because it does.

MISCELLANEOUS

Define Your Code to Live Strategically: Discover how to develop your character bucket list. Define your Code workshop is your opportunity to define your strategy, your plan, and your course so you can choose marvelous, amazing, and remarkable over mediocre, average and remorseful. Define your code is about recognizing and evolving your values, principles, and/or ideologies to determine who you want to be. This is significant for assisting in your day to day decisions and identifying the “who you want to be” aspect of your life. If you don’t decide who you are and who you want to be, others by default, may decide for you!

Discover Your Personality Profile: Understand what to pursue in school or life, your strengths and weaknesses, and how to effectively raise children and communicate with your spouse and others. Gain incredible insight into yourself and others regarding your life outlook, blind spots, responses under pressure, secret fears or dislikes, approach to tasks, and approach to other people. Discover additional indicators such as:

- Buying method
- Personal décor
- Body language
- Organizational method
- Speech patterns
- Key strengths
- Key struggles
- Secret to success

Round-Table Discussions: These group discussions offer a combination of brainstorming, education, peer accountability, and support in a group setting to sharpen your business, leadership, and personal skills. A roundtable discussion helps you and your teams achieve success. Participants challenge each other to set powerful goals and more importantly, achieve them.

Leadership Game: The leadership game is a comprehensive and engaging game based on leadership principles of John Maxwell. The game helps groups, teams, and organizations identify they dynamics of a group’s culture and increase its effectiveness and improve its leadership awareness.