



SMPS Central Florida

Professional Leadership Workshop Series

Development training for the professional who wants to achieve more in their career.

Presented by Belinda Gates, ACC

Three 2-hour Professional Leadership Workshops are presented by SMPS Central Florida on

June 14, 2017 | July 6, 2017 | August 2, 2017 at

Dubsdread Golf Course, 549 West Par Street, Orlando, FL 32804

Presented By Belinda Gates, ACC
Executive Coach | Author | Speaker
Coaching By Compass
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Target Audience:

- ✓ Professional marketers and technical staff in the architecture, engineering and construction industry
- ✓ Other professionals in service areas
- ✓ Experience of 3+ years
- ✓ Mid-Level Positions
- ✓ Senior-Level Positions, including leadership team, managers, owners

Learner Outcomes:

This workshop series is for anyone who wants and expects more from his or her career. It offers insight to creating a personal and corporate plan, and it provides the tools and tactics needed to achieve success. Each interactive session provides attendees the opportunity to learn more about themselves and all that they have to offer and take-away doable activities that can be put into practice immediately. Whether you're a seasoned leader or striving to become a better leader, this series will give you the motivation, process and methods for achieving your most lofty career goals.

Outline of Sessions:

Session One:

If you attend all three sessions, you will see a natural progression in your leadership acumen. You may attend one or two of the sessions and still have great take-aways, but attending all three will give you the big picture to developing into a leader that achieves success on many levels. Session one introduces you to the definition of leadership and the traits that are associated with being influential. You will gain insight to what you bring to the table and how to leverage your strengths to become more strategic in your approach. You will also walk away with the ability to create a plan for your future success.

- ***Learn what it means to be a leader and how to excel in the A/E/C industry, both as a technical and non-technical employee*** – It is possible for anyone in the A/E/C industry to rise to the top within their firm, demonstrate leadership potential and attain a rewarding career, regardless of their current position.



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- **Discover your leadership traits and your ability to influence others** – What is your potential as an influential leader? Discover the 7 traits that measure your potential to be influential and how you can apply them to improve your leadership skills.
- **How to boost your value to achieve the career you desire** – We will uncover many ways that you can add value to your employer in your current position and how it will benefit your career in the long run. You will learn how to better know all that you have to offer, including your core values, your passion and more.
- **Understanding the importance of thinking and acting strategically** – Walk away from this session knowing how to act and think strategically, which can potentially give you a seat at the leadership table at your company. You will learn the 6 traits of a strategic thinker, what it means to operate strategically and the benefits of shifting your work style to being more strategic.
- **Creating a personal plan for success and aligning it with those around you** – There are very few things more important than having a succinct plan for your career. We will discuss how important this is for your leadership success, how to create a workable plan and the roles that other people may play in helping you follow it. Executing a plan is one of the best ways to stay on track for your overall success and you will learn the potential obstacles, benefits and rewards that come with sticking to your own personal plan.

Session Two:

Session two builds on your insight from the first session and how to externalize your leadership skills to others. You will learn how to make room in your day to achieve more and for being more present for others, how to communicate more effectively and how to hire and develop employees for long-term success. This session supports your goals in planning, developing and sustaining more than just for you, which is one of the definitions of leadership.

- **Creating a strategic plan for your department and your company** – Just because you may not be an owner or top leader within your company, doesn't mean you can't create a strategic plan. Understand the value of creating a strategic plan for your department, what you need to begin, how to do it and what to do with it once you've completed it.
- **Communication skills and tactics for engaging all team members** – Once you have created a strategic plan, whether it's just for you, your department, your team or your entire company, learn how to communicate the plan effectively. You will also learn how to engage everyone



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necessary for executing the plan for success. No plan is good unless others are informed about it, understand their role in it and can join you in reaping the rewards in achieving it.

- ***How to become a productivity ninja so that you make time for added initiatives*** – This is a popular topic for anyone who feels overwhelmed and out of control of their time. We will touch on the high points of what it takes to take control of your time and activities so that you are fulfilled at the end of each day, feel accomplished and well on your way to achieving a higher level success in your life and career.
- ***Identifying and developing employees that contribute to the success of the firm*** – To maintain the success of your company, it's important to continually develop employees who will contribute to the future of your company. The corporate culture of professional development, empowerment and reward is evident in thriving A/E/C firms and it can be a part of the fabric of your company as well. Learn what it takes to hire and develop people who fit well within your organization, can drive further success and who will be happy to be a part of your future.

Session Three:

Our final week in this Leadership Workshop Series focuses on driving the process and taking action. Now that you've learned about yourself and how to develop others, you will put it into practice by executing plans, driving processes and moving toward your desired outcomes. You will also learn how this impacts your corporate culture and the power you have to control positive change.

- ***Being an effective leader that drives the process*** – Learning and building on your leadership traits is only one facet of leadership success. We will discuss what it takes to drive the bus, not just be on board. How do you incorporate your leadership strengths to have influence to drive the process? How will you know when it's time to change course and then, how do you change course if necessary? This interactive session will explore ways to exercise your leadership prowess.
- ***Management and leadership activities that make a difference*** – How you spend your energy and time in leading is just as important as identifying what you bring to the table. Nobody wants to follow someone who tends to spin his or her wheels with little results. Discover the activities that will make a difference and perhaps elevate you to higher success.
- ***Shifting a culture for the best outcomes*** – Improving your leadership skills will eventually create an environment where you have the ability to shift the entire corporate culture. What does it mean to shift a culture and what do you want your culture to become? This is a high level of influential leading and we'll discuss how you can impact the future of your company, it's



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employees and it's ultimate success by designing and building a culture that is flourishing, rewarding and sustainable.

- **Getting off the X and taking action** – This discussion takes leadership to the next level of taking action. Getting off the X is a common term for survival. Without action, without movement in some direction, your survival can be compromised. You will learn how to take action and move in the right direction for the best results.