Leadership Managemet

Instructor: Mr. Jay Little

Jay has worked successfully with many clients representing a variety of industries including steel, telecommunications, pharmaceuticals, consulting, technology and health care. His clients also include organizations ranked as Fortune 500 businesses. Jay has worked extensively with institutions of higher education and has served governmental agencies and branches of the military. Jay has a breadth of work experience including redesign efforts with Fairfax County (Virginia), where he reported to the County Executive responsible for its change management process.

Jay holds an M.A. in counseling from the Southeastern University, he also has a B.A. in political science from Radford University.

Jay has been training for 20 plus years. He is certified and has trained with DDI, Myers Briggs Type Indicator (MBTI), Achieve Global, Franklin Covey and Fred Pryor

1-Topic: Managing Across Generations

Instructor: Mr. Little
Duration: One day
Audience: Mid-level Managers, team members, trainers
Goal: Professional Development
Course Delivery Method: The seminar will be interactive using small group exercises to both identify generational profiles, messages that shape generations, creating staff agreements, and developing behaviors that accommodate flexibility and employee value propositions.
Content Brief: This seminar will present practical information, "How-To's" for managing and connecting four generations of employees in the workplace today. Generations is a diversity issue. The generations we belong to is one of the many differences we may have with our coworkers. Those differences can cause stress, discomfort, making conflict and frustration. They can also become a source of creativity and productivity.
Outcomes: Mid-level managers and team leaders will better understand the cultural phenomena that define each generation, their communications and learning styles and decision making dynamics. This understanding will help managers with their management styles, work delegation resulting in increased efficiencies and effectiveness.

2-Topic: How to Develop High Performing Teams

Instructor: Mr. Little
Duration: One day
Audience: The seminar is designed primarily for managers of small to mid-sized teams, specifically middle and senior managers from the private, public, and nonprofit sectors.
Goal: Professional Development

Course Delivery Method: Curriculum will be delivered through lecture, case studies and interactive hands-on problem solving activities to allow testing of theory.

Content Brief: Teams drive organizational progress, yet forming and leading high-performance teams is one of the most complex challenges facing any leader. This seminar is designed to, at a high level, understand the stages of team formation, understand how team leadership resides in action rather than position, and learn about your own leadership style and its impact on team performance.

Outcomes: Attendees will better understand that teams have four elements—common commitment and purpose, performance goals, complementary skills, and mutual accountability. They will be exposed to challenges, winning plays and strategies and reaching championship levels. Teams will be prepared to perform better, innovate more, resolve conflict, and independently solve any problem that emerges.

3-Topic: You are Worth It!

Instructor: Mr. Little
Duration: One day
Audience: This seminar is designed for women in mid-level management or team leadership who are willing and want to understand how who they are affects what they do and how well they do it. It is for women who want to reach their personal leadership potential.
Goal: Professional Development
Course Delivery Method: This is a proven breakthrough coaching process that involves self-assessment and practice activities to test assumptions.
Content Brief: Women will participate in a proven four stage breakthrough coaching experience in personal effectiveness to include the following:

- Living and Leading Intentionally.
- How do you define your leadership style?
- What skills are in your leadership tool kit?
- What personal behaviors or perceptions are barriers to you reaching your next level of excellence?
- Protect the opening of your mind.
- Fuel Your Power. Develop your personal plan, vison, goals and objectives. Test them, prove them, and solicit feedback about your process.
- Realign, reposition and restore.
- Walk In Your Highest Potential
- Turn your attributes into actions e.g. determination, commitment, courage, patience, compassion, forgiveness, and wisdom.
- Be your legacy now; clear the path for those who will come behind.

Outcomes: Those attending will have increased effectiveness and efficiencies in the workplace as a result of a process to acknowledge and manage their personal power in the workplace.

4-Topic: High Performance Participation Systems for Designers, Planners and Engineers

Instructor: Mr. Little
Duration: One day
Audience: Senior and Mid-level Managers, team members

Course Delivery Method: This is a proven breakthrough coaching process that involves self-assessment and practice activities to test assumptions. To the degree possible during the course, there will be active participation in a mandated public meeting process.

Goal: Training the personal resources of an organization

Content Brief: This course is a high-level graduate/professional experience intended to improve the participants' ability to design, deliver and measure the performance of Participatory and Collaborative Systems (PCS) in their own work and research. The seminar covers philosophical considerations of PCS, performs a survey across a range of participatory and collaborative methods, and examines state-of-the-art efforts in PCS across a range of disciplines and application domains using case studies from a range of journals.

Outcomes: Attendees will know
- Definitions of justice (distributive vs procedural vs accessibility)
- Knowledge of participation mandates and desiderata in the U.S. (NEPA, ISTEA, NRC, CoP)
- Knowledge of performance criteria for PCS, including QICE criteria
- Inventory of twelve P and C methods and ability to define and present each method
- Capacity to evaluate performance of PCS according to (b)
- Knowledge of design, delivery and management principles for high-performance participatory and collaborative systems

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