

# EXCELERANT WORKSHOP TOPICS

## Introduction to EXCELERANT

EXCELERANT is an award-winning **leadership development** and **human resources solutions** company based in Lafayette, Louisiana.

We build better **leaders, teams, and processes** to support a company's most important goals.

The EXCELERANT approach combines expertise in **training, coaching, human resource consulting, and facilitation** to solve problems with practical, executable solutions that deliver high-impact, sustainable results.

## Offerings to Business & Industry Associations

- **PROFESSIONAL DEVELOPMENT WORKSHOPS**

Hosted and presented by EXCELERANT (fee to participants) and open to association members at a discount

- **EVENTS**

Hosted by association and presented by EXCELERANT (no fee) in furtherance of a industry-related initiative

- **CONFERENCE WORKSHOPS**

Presented by EXCELERANT (fee or no fee) at association conference or event

- **MEETING PRESENTATIONS**

Guest subject matter expert speaker at an association chapter meeting (no fee)

- **CONTENT CONTRIBUTOR**

Contribute to industry publications & online discussion groups as a subject matter expert (no fee)

- **ADVISORY & FACILITATION:**

Based on availability, we offer our expertise and advice as a resource to the organization including facilitation of strategic or critical meetings (fee or no fee).

*Our offerings are interactive and can be presented in a small or large group setting, working within the hours that you have.*

## Our Approach to Workshops

**INTERACTIVE**

**SMALL GROUP +  
LARGE GROUP**

**TIMING**

*We work within the hours  
that you have.*

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## TOPICS RELATED TO COMPANY DEVELOPMENT

### 1 Building a Better Organization

*The Business Owner Guidebook to Building a Better Company* provides an overview of some of the people-related practices you may be thinking about formalizing or changing as your company continues to grow. In this workshop, we work with you to identify common challenges and provide recommendations regarding the key aspects of the people side of your business.

**Focus:** Company Strategy, Performance Improvement, Organizational Development

**Recommended For:** Business Owners, Chief Executives

### 2 People Success Plan

You are responsible for defining and ensuring execution of all aspects of your company's business plan: Finance, Operations, Marketing and People. With this outline, your team can design and build the strategic plan for each of these company functions.

To help your company focus on the 'people' part of your business plan, the certified professionals at EXCELERANT have created a People Success Plan -- a work session for you and your team to create a specific, do-able, and prioritized 12-month plan of action for the people side of your business.

**Focus:** Action Planning; Prioritization of Company Goals; Results

**Recommended For:** Chief Executives, Business Owners

## TOPICS RELATED TO LEADERSHIP SKILLS

### 1 Leadership 101: What Kind of Leader Will You Be?

Successful leaders motivate and inspire employees through initiative and influence, rather than “command and control.” The Excelerant formula helps leaders focus their time and effort on the most critical issues and outcomes.

**Focus:** Initiative, Influence vs. Authority  
**Recommended For:** Supervisors and Managers

### 2 Leadership Listening & Communication

Effective communication requires that a leader first be a good listener and observer. Explore the benefits and challenges of listening “beneath the surface” and learn how to craft discussions to create a shared understanding of expectations and goals.

**Focus:** Communication, Listening, Performance Improvement  
**Recommended For:** Supervisors, Managers, Professionals

### 3 Delegating – Moving People to Action

Effective leaders get work done with and through others, rather than doing it all themselves. Explore challenges to fulfilling promises, assess current performance on communicating expectations, and practice communicating and making effective requests.

**Focus:** Delegation, Requesting & Leadership Integrity  
**Recommended For:** Supervisors, Managers, Professionals

### 4 In Leadership, we Trust

A contributing factor to a leaders’ effectiveness is their perceived trustworthiness. The Excelerant formula helps leaders to understand the actions required to demonstrate trustworthiness thus improving employee commitment and productivity.

**Focus:** Leadership Integrity, Trust, Team Work  
**Recommended For:** Supervisors, Managers, Professionals

## 5 Giving Feedback

As a leader, providing feedback when things are and are not going well or as planned is difficult, but critical. Explore a leader's responsibility for giving feedback for the purpose of improving poor performance or encouraging good performance with planning and practice.

**Focus:** Communication, Critical Conversations, Performance Feedback  
**Recommended For:** Supervisors, Managers, Professionals

## 6 Time Management

24 hours in a day never seem to be enough. Through individual reflection exercises and shared best practices, participants are challenged to take a thoughtful look at the activities that actually fill their day against their goals and priorities. Explore strategies for prioritizing your to-dos and tasks and practice new techniques for successfully managing your time.

**Focus:** Time Management Skills  
**Recommended For:** Everyone

## 7 Leadership Journey

Each leader's journey to this point likely has had twists, turns, hills and valleys that have shaped their values, beliefs, skills and leadership. Each person in the group will reflect and share those lessons learned so the entire team gets to know one another better and gain valuable insights.

**Focus:** Team Contribution, Trust, Leadership Journey  
**Recommended For:** Teams, Intact Work Groups, Female Leaders, Young Professionals

## 8 Leadership Responsibility for Nurturing the Culture

Organizational culture isn't an accident, it's a by-product of leadership behavior and consistent messaging. Discover how leaders can be a role model in living the organization's values to bring about higher levels of successful performance behavior.

**Focus:** Vision & Values; Managing Team Culture  
**Recommended For:** Managers, Executives

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## 9 Custom Fit Communication

Leaders are responsible for cascading communication down through all levels in their organization about mission, vision, strategy, values, and tactical plans while at the same time “listening” to the organizations mood, culture and morale. Leaders work on purposefully and thoughtfully designing and delivering the right type of communication for the right audience based on the kind of messages that they frequently deliver.

**Focus:** Communication, Executive Transparency, Environmental Scanning  
**Recommended For:** Supervisors, Managers, Professionals, Executives

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## 10 Appreciating the Multi-Generational Workforce

Identifying and understanding the generational context that a person comes from is important for improving work and performance. To proactively bridge the cultural divides within the workforce today, leaders learn to enhance relationships and collaboration by understanding how generational differences and expectations may impact communication and teamwork.

**Focus:** Team Work, Employee Motivation, Communication, Generational Differences  
**Recommended For:** Supervisors, Managers, Professionals, Executives

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## 11 Inspiring Employee Engagement

Employee engagement is a measure of employee’s commitment and effort level in order to help their organization be successful. Front-line leaders, who have the most influence on an employees’ workplace engagement, learn the distinctions of engagement as well as strategies for improving employee engagement in ways that support organizational success.

**Focus:** Employee Motivation, Employee Retention, Recognition, Organizational Culture  
**Recommended For:** Supervisors, Managers, Professionals, Executives

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## Establishing Leadership Presence

Embodying leadership skills and having a leadership presence is about focusing on your nonverbal communication, which is what people respond to positively or negatively. By personalizing the expression “it’s not what you say but how you say it,” leaders learn and practice the distinctions of leadership presence to create alignment in their words and meaning to create better results.

**Focus:** Communication, Negotiation, Nonverbal Communication, Organizational Culture  
**Recommended For:** Supervisors, Managers, Professionals, Executives

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## Managing Change in Difficult Times

Managing change on a good day is a difficult process that is only complicated in difficult times. This is especially true when the change being implemented is one that nobody asked for or wants, as is often the case with regulatory compliance. Leaders will work together to plan for and achieve a successful change strategy.

**Focus:** Communication, Project Planning, Organizational Culture  
**Recommended For:** Supervisors, Managers, Professionals, Executives