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COURSE
CONTENT
YOU CAN
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WINNING TEAMS WIN ONLINE LEADERSHIP

Course Catalog

3 Competency Tracks:

Leading the Business | Leading the Team
| Leading Yourself

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LEADING THE BUSINESS

COMPETENCY TRACK

Leading with Judgment and Decisiveness

Description/Overview: Judgment and decisiveness enable leaders to make the right decisions, even when circumstances are challenging. In this course, you'll learn skills to help you make and execute decisions more effectively, by yourself and with your team.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 40 minutes

Assets associated with this course include:

Title

Leading with Judgment and Decisiveness

Leadership Insights on Judgment and Decisiveness

Think Smarter: Critical Thinking to Improve Problem-Solving and

Decision-Making Skills

Judgment and Decisiveness

Decision Making & Problem Solving Strategies

The Proactive Leader: How to Overcome Procrastination and Be a Bold

Decision-Maker

The Little Black Book of Decision Making: Making Complex Decisions with

Confidence in a Fast-Moving World

Judgment Calls: Twelve Stories of Big Decisions and the Teams

That Got Them Right

Left Brain, Right Stuff: How Leaders Make Winning Decisions

Think Again: Why Good Leaders Make Bad Decisions and How to Keep

It from Happening to You

Effective Risk Management featuring Eddie Obeng

The Four Decision Styles by Marcia Blenko

In Decision Making; Take the Path with the Greatest Value by Peter Neuwirth

Decisions Happen by Colleen Albiston

CEO = Chief Execution Officer by Rita Clifton

Implemented Decisions by Mike Roberto

Why Do Leaders Make Flawed Decisions? By Mike Roberto

Effective Risk Management featuring Eddie Obeng

The Four Decision Styles by Marcia Blenko

In Decision Making; Take the Path with the Greatest Value by Peter Neuwirth

Decisions Happen by Colleen Albiston

CEO = Chief Execution Officer by Rita Clifton

Decision Challenges Techniques Discussion Guide.docx

Decision Challenges Techniques Discussion Guide.ppt

Decision Making Styles Fac Guide.docx

Decision Making Styles Fac Guide.ppt

Decisiveness Execution Fac Guide.docx

Decisiveness Execution Fac Guide.ppt

Need Decisive Discuss Guide.docx

Need Decisive Discuss Guide.ppt

Organizational Knowledge Discuss Guide.docx

Organizational Knowledge Discuss Guide.ppt

Executing Strategies Tool.docx

Need Decisiveness Tool.docx

Organizational Knowledge Tool.doc

Team Challenges Tool.docx

Decision Challenges Tool.docx

Decision Making Style Self Assess.doc

Technique Review Tool.docx

Asset Type

Course

Course

Book

Book

Book/Summary

Book

Book

Audiobook/Audio Summary

Audiobook

Audiobook

Video

Video

Video

Video

Video

Video

Video

Video

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Video

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Resource Document

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Creating a Successful Business Execution Culture

Description/Overview: Leaders must execute the strategies they help create. Without execution, a strategy is just an idea. In this course, you'll learn how to build and lead an execution culture that empowers employees to translate strategy into action.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 50 minutes

Assets associated with this course include:

Title	Asset Type
Execution IS the Strategy: How Leaders Achieve Maximum Results in Minimum Time	Summary
Creating a Successful Business Execution Culture	Course
Leadership Insights on Leading a Culture of Execution	Course
Customer Obsessed: A Whole Company Approach to Delivering Exceptional Customer Experiences	Book
The Trust Factor: Negotiating in SMARTnership	Book
Trust, Inc.: How to Create a Business Culture That Will Ignite Passion, Engagement, and Innovation	Book
The Fear-Free Organization: Vital Insights from Neuroscience to Transform Your Business Culture	Book
It's Not Rocket Science: 4 Simple Strategies for Mastering the Art of Execution	Book
A Sense of Urgency	Audiobook
Execution: The Discipline of Getting Things Done	Audiobook
The 4 Disciplines of Execution: The Secret to Getting Things Done, On Time, With Excellence	Audiobook
Seven Strategy Questions: A Simple Approach for Better Execution	Audio Summary
Three Steps Leaders Must Take to Frame Work	Video
Success at Execution is About Enabling Others	Video
Alignment Depends on Behaviors by Peter Bregman	Video
Strategy: What's Your Purpose; Picture; Plan; and Part? By Scott Eblin	Video
Create Cultures of Inclusion by Erica Dwahan	Video
Empowerment Rules by Lisa Bodell	Video
How Do You Know If the Strategy is Working by Liz Mellon	Video
Execution Culture App Guide.docx	Resource Document
Execution Culture App Guide.ppt	Resource Document
Leadership and Execution Disc Guide.docx	Resource Document
Operating Plan Fac Guide.docx	Resource Document
Operating Plan Fac Guide.ppt	Resource Document
Strategy Fac Guide.docx	Resource Document
Strategy Fac Guide.ppt	Resource Document
Team Fac Guide.docx	Resource Document
Team Face Guide.ppt	Resource Document
Communicate to Execute Tool.docx	Resource Document
Improving Business Execution Tool.docx	Resource Document
Supporting Empowerment Tool.docx	Resource Document
Positive Leadership Behaviors Self Assessment.docx	Resource Document
Strategy Definition Summary Tool.docx	Resource Document

Leading Innovation

Description/Overview: Innovation only happens when a company’s leaders support it and find ways to bring new ideas and opportunities to life. In this course, you’ll learn ways to build and support a successful innovation culture.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 49 minutes

Assets associated with this course include:

Title	Asset Type
The New Age of Innovation: Driving Co-Created Value Through Global Networks	Summary
Leading Innovation	Course
Leadership Insights on Leading Innovation	Course
Humanity Works: Merging Technologies and People for the Workforce of the Future	Book
The Four Lenses of Innovation: A Power Tool for Creative Thinking	Book
Presumptive Design: Design Provocations for Innovation	Book
Design Thinking for Strategic Innovation: What They Can’t Teach You at Business or Design School	Book
7 Principles of Transformational Leadership: Create a Mindset of Passion, Innovation, and Growth	Book
Jobs To Be Done: A Roadmap for Customer-Centered Innovation	Book
Disrupt Yourself: Putting the Power of Disruptive Innovation to Work	Audiobook
The People Equation: Why Innovation Is People, Not Products	Audiobook
Making Innovation Work: How to Manage It, Measure It and Profit From It	Audio Summary
Expertise: The Enemy of Innovation featuring Stephen Shapiro	Video
Why Leaders Need to Frame the Innovation Vision by Marla Capozzi	Video
Where Executives Struggle in Innovation by Marla Capozzi	Video
Building Network Capital by Mike Walsh	Video
Finding Time for Innovation by Marla Capozzi	Video
Psychologically Safe Work Environments by Amy Edmondson	Video
Culture of Change and Innovation by Lisa Bodell	Video
Setting Metrics for Innovation Programs by Lisa Bodell	Video
App Guide Innovation Process.doc	Resource Document
App Guide Innovation Process.ppt	Resource Document
Discuss Guide Innovation Culture. doc	Resource Document
Discuss Guide Innovation Culture. ppt	Resource Document
Fac Guide Team Creativity.doc	Resource Document
Fac Guide Team Creativity.ppt	Resource Document
Encouraging Creativity Tool.docx	Resource Document
Innovation process Tracking Tool.docx	Resource Document
Overcoming Innovation Onstavlles.docx	Resource Document
Problem Definition Tool.docx	Resource Document
A Case for Innovation Tool.docx	Resource Document
Innovation Culture Self Assessment.docx	Resource Document

Leading through Shared Vision

Description/Overview: A powerful vision, clearly articulated, motivates people to take action and drives business results. In this course, you'll learn how to create and communicate a realistic and actionable vision that inspires commitment from people.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 41 minutes

Assets associated with this course include:

Title	Asset Type
Leading through Shared Vision	Course
Leadership Insights on Leading Vision	Course
Anticipate: The Art of Leading by Looking Ahead	Book
Future Smart: Managing the Game-Changing Trends that will Transform Your World	Book
Full Steam Ahead!: Unleash the Power of Vision in Your Work and Your Life, Second Edition	Book
Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers	Book
Communicating Your Vision	Book
The Committed Enterprise: How to Make Vision and Values Work	Book
Making Ideas Happen: Overcoming the Obstacles Between Vision and Reality	Audiobook
Good Work: Aligning Skills and Values	Audiobook
Leading the Necessary Revolution: Building Alignment in Your Business for Sustainability	Audiobook
The Leader of the Future 2: Visions, Strategies and Practices for the New Era	Audio Summary
Organizational Purpose: Start with Why, featuring Simon Sinek	Video
The Six Questions to Organizational Clarity, featuring Patrick Lencioni	Video
The Most Important Leadership Practice: Inspire and Share a Vision, featuring Jim Kouzes	Video
Essentialism for Senior Leaders, featuring Greg McKeown	Video
Inspiring Leaders by Darren Cassidy	Video
To Be Inspiring Be Inspired Yourself by Srikumar Rao	Video
How to Communicate a Vision by Steve Radcliffe	Video
Plan Together by Darren Cassidy	Video
Organizational Purpose: Start with Why, featuring Simon Sinek	Video
The Six Questions to Organizational Clarity, featuring Patrick Lencioni	Video
The Most Important Leadership Practice: Inspire and Share a Vision, featuring Jim Kouzes	Video
Essentialism for Senior Leaders, featuring Greg McKeown	Video
Inspiring Leaders by Darren Cassidy	Video
To Be Inspiring Be Inspired Yourself by Srikumar Rao	Video
How to Communicate a Vision by Steve Radcliffe	Video
Plan Together by Darren Cassidy	Video
Develop Powerful Realistic Vision App Guide.ppt	Resource Document
Develop Powerful Realistic Vision App Guide.docx	Resource Document
Planning to Communicate Vision App Guide.docx	Resource Document
Planning to Communicate Vision App Guide.ppt	Resource Document
Vision Action Fac Guide.docx	Resource Document
Vision Action Fac Guide.ppt	Resource Document
Vision Catalyst Fac Guide.docx	Resource Document
Vision Catalyst Fac Guide.ppt	Resource Document
Visionary Leadership Discuss Guide. docx	Resource Document
Visionary Leadership Discuss Guide. ppt	Resource Document
Organizational Conversation Tool.docx	Resource Document
Realistic Vision Tool.docx	Resource Document
Vision Catalyst Tool.docx	Resource Document
Vision Contest Tool.docx	Resource Document
Vision Roll Out Tool.docx	Resource Document
Vision Statements Tool.docx	Resource Document
Vision Communication Self Assess.docx	Resource Document
Visionary Leadership Self Assess.docx	Resource Document

Leading through Setting and Managing Priorities

Description/Overview: When you have limited resources and multiple goals, you have to know how to zero in on what's most important and focus on achieving it. In this course, you'll learn how to define and follow through on priorities for yourself and others.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 47 minutes

Assets associated with this course include:

Title	Asset Type
Goal Setting: How to Create an Action Plan and Achieve Your Goals, Second Edition	Summary
Leading through Setting and Managing Priorities	Course
Leadership Insights on Setting and Managing Priorities	Course
Setting Priorities: Personal Values, Organizational Results	Book
Yes, I Can! Using Visualization To Achieve Your Goals	Book
Beyond Goals: Effective Strategies for Coaching and Mentoring	Book
Setting and Managing Priorities	Book
Focus: Achieving Your Highest Priorities	Audiobook
The 4 Disciplines of Execution: Achieving Your Wildly Important Goals	Audiobook
Setting Goals in Four Dimensions by Allison Rimm	Video
Achieve Goals with If-Then Plans by Heidi Grant Halvorson	Video
Positive Versus Negative Motivators by Colin Gautrey	Video
Do the Hard Things First by Greg McKeown	Video
How to Become an Essentialist by Greg McKeown	Video
The Leader's Role in Managing Complexity by Kelly Thompson	Video
Setting Goals in Four Dimensions by Allison Rimm	Video
Achieve Goals with If-Then Plans by Heidi Grant Halvorson	Video
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The Leader's Role in Managing Complexity by Kelly Thompson	Video
Getting Organized Fac Guide.docx	Resource Document
Getting Organized Fac Guide.ppt	Resource Document
Realistic Goals Discuss Guide.docx	Resource Document
Realistic Goals Discuss Guide.ppt	Resource Document
Start with Yourself App Guide.docx	Resource Document
Start with Yourself App Guide.ppt	Resource Document
Strategic Framework Fac Guide.docx	Resource Document
Strategic Framework Fac Guide.ppt	Resource Document
Using Priority Matrix Fac Guide.docx	Resource Document
Using Priority Matrix Fac Guide.ppt	Resource Document
Discretionary Time Tool.docx	Resource Document
Leadership Vision Value Tool.docx	Resource Document
Personality Type Self Assess.docx	Resource Document
Priority Disruptions Tool.docx	Resource Document
Priority Matrix Tool.docx	Resource Document
Strategic Framework Tool.docx	Resource Document
Values Drivers Self Assess.docx	Resource Document
Getting Organized Self Asses.docx	Resource Document
Realistic Goals Self Assess.doc	Resource Document

Leading through Problem Solving and Decision Making

Description/Overview: The hallmark of leadership is being able to work through problems and make tough decisions using the skills and experience of your team. In this course, you'll learn how to use a three stage approach to engage your team in this effort.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 59 minutes

Assets associated with this course include:

Title	Asset Type
Problem Solved: A Powerful System for Making Complex Decisions with Confidence and Conviction	Summary
Leading through Problem Solving and Decision Making	Course
Leadership Insights on Problem Solving & Decision Making	Course
Stop Guessing: The 9 Behaviors of Great Problem Solvers	Book
The Diagrams Books: 50 Ways to Solve any Problem Visually	Book
What's Your Problem?: Identifying and Solving the Five Types of Process Problems	Book
Creativity and Problem Solving	Book
Problem Solving and Decision Making	Book
Jack's Notebook: A Business Novel about Creative Problem Solving	Book
The 3rd Alternative: Solving Life's Most Difficult Problems	Audiobook
Boundary Spanning Leadership: Six Practices for Solving Problems, Driving Innovation and Transforming Organizations	Audio Summary
151 Quick Ideas for Delegating and Decision Making	Audio Summary
The Leader's Guide to Lateral Thinking Skills: Powerful Problem-Solving Techniques to Ignite Your Team's Potential	Audio Summary
William Mitchell: Situations vs. Problems	Video
Decision Making as a Skillful Collaboration by Larry Dressler	Video
Decision Making for Tentative Decision Makers by Steve Radcliffe	Video
Decisions Happen by Colleen Albiston	Video
A Better Way to Find Solutions by Mark Levy	Video
Improve Decision Making Through Debate by Liz Wiseman	Video
Four Steps to Solving a Problem by Mark Levy	Video
Why Do Leaders Make Flawed Decisions by Mike Roberto	Video
Implemented Decisions by Mike Roberto	Video
Defining a Problem Fac Guide.docx	Resource Document
Defining a Problem Fac Guide.ppt	Resource Document
Problem Solving Process Fac Guide.docx	Resource Document
Problem Solving Process Fac Guide.ppt	Resource Document
Technique Practice App Guide.docx	Resource Document
Technique Practice App Guide.ppt	Resource Document
Thinking and Interpersonal Skills Fac Guide.docx	Resource Document
Thinking and Interpersonal Skills Fac Guide.ppt	Resource Document
Best Alternative Tool.docx	Resource Document
Brainstorming Phrase Tool.docx	Resource Document
Ease and Effect Matrix Tool.docx	Resource Document
Fishbone Cause Effect Diagram Tool.docx	Resource Document
Genuine Dialogue Tool.doc	Resource Document
PMI Analysis Tool.docx	Resource Document
Problem Identification Tool.docx	Resource Document
Problem Solving Worksheet.docx	Resource Document
Sample Questions Tool.docx	Resource Document
Skillful Collaboration Tool.docx	Resource Document
The Devils Advocate Tool.docx	Resource Document
The Five Whys Tool.docx	Resource Document
Your Problem and Decisions Tool.docx	Resource Document
Critical Thinking Self Assessment.docx	Resource Document
Tool and Technique Review.docx	Resource Document

Influencing and Persuading Others

Description/Overview: To get things done, leaders must be able to influence and persuade others. In this course, you'll learn to use a process for influencing and persuading that sets a stage, appeals to your audience, makes your case, and gets commitment.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 51 minutes

Assets associated with this course include:

Title	Asset Type
Communicate to Influence: How to Inspire Your Audience to Action	Summary
360 Degrees of Influence: Get Everyone to Follow Your Lead on Your Way to the Top	Summary
Influencing and Persuading Others	Course
Leadership Insights on Influence and Persuasion	Course
How to Speak so People Really Listen: The Straight-Talking Guide to	Book
Communicating with Influence and Impact	Book
The Profit of Kindness: How to Influence Others, Establish Trust, and Build	Book
Lasting Business Relationships	Book
Elements of Influence: The Art of Getting Others to Follow Your Lead	Book
7 Secrets of Persuasion: Leading-Edge Neuromarketing Techniques to	Book
Influence Anyone	Book
Influence and Persuasion	Book
Leading Through Language: Choosing Words That Influence and Inspire	Audiobook
Real Influence: Persuade Without Pushing and Gain Without Giving In	Audiobook
Maximum Influence: The 12 Universal Laws of Power Persuasion,	Audiobook
Second Edition	Audiobook
The Awakening Course: The Secret to Solving All Problems	Audiobook
Colin Gautrey: The Case for Influential Leadership	Video
The Law of Influence by Bob Burg	Video
Real Influence by Mark Goulston	Video
Building Influence Inside Your Company by Dorie Clark	Video
An Alternative to Persuasion by Dan Pink	Video
Influence Comes from Trust by Sue Powell	Video
Respond Instead of React by Bob Burg	Video
Facing Opposition Discuss Guide.docx	Resource Document
Facing Opposition Discuss Guide.ppt	Resource Document
Know Audience App Guide.docx	Resource Document
Know Audience App Guide.ppt	Resource Document
Persuasive Techniques Fac Guide.docx	Resource Document
Persuasive Techniques Fac Guide.ppt	Resource Document
Types of Power Fac Guide.docx	Resource Document
Types of Power Fac Guide.ppt	Resource Document
Action Planning Commitment Tool.docx	Resource Document
Audience Considerations Tool.docx	Resource Document
Audience Issues Tool.docx	Resource Document
Creating Questions Tool.docx	Resource Document
Facing Opposition Tool.docx	Resource Document
Persuasive Techniques Tool.docx	Resource Document
Setting Stage Tool.docx	Resource Document
Influence Persuasion Opportunities Tool.docx	Resource Document
Personal Position Power Self Assessment.docx	Resource Document
You Your Audience Self Assessment.docx	Resource Document

Developing Your Critical Thinking and Cognitive Flexibility

Description/Overview: As a leader, making tough decisions requires thinking critically. In this course, you'll learn about the stages of critical thinking, and the benefits of using cognitive flexibility and skepticism to help you make the best decision.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 54 minutes

Assets associated with this course include:

Title	Asset Type
Developing Your Critical Thinking and Cognitive Flexibility	Course
Leadership Insights on Critical Thinking	Course
Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills	Book
An Introduction to Critical Thinking and Creativity: Think More, Think Better	Book
The Critical Thinking Tool Kit: Spark Your Team's Creativity with 35 Problem Solving Activities	Book
Critical Thinking and Cognitive Flexibility	Book
A Practical Guide to Critical Thinking: Deciding What to Do and Believe, Second Edition	Book
Winning the Brain Game: Fixing the 7 Fatal Flaws of Thinking	Audiobook
Thinking for a Living: How to Get Better Performances and Results from Knowledge Workers	Audiobook
Standard Deviations: Flawed Assumptions, Tortured Data, and Other Ways to Lie with Statistics	Audiobook
Knowing When to Think Critically featuring Lisa Callahan	Video
Challenge Your Assumptions to Avoid Confirmation Bias featuring Steve Shapiro	Video
Nurturing Your Own Creative Thinking featuring Gaia Grant	Video
When and Where Do You Do Your Best Thinking? by Lisa Bodell	Video
Creative Solutions Require Determination; Not Luck by Gaia Grant	Video
Leading Through Critical Thinking by Dwayne Spradlin	Video
A Better Way to Find Solutions by Mark Levy	Video
Brainstorming Begins with Questions by Mark Levy	Video
Intake Stage App Guide.docx	Resource Document
Intake Stage App Guide.ppt	Resource Document
Investigate Act Stages App Guide.docx	Resource Document
Investigate Act Stages App Guide.ppt	Resource Document
Analytical Techniques for Critical Thinking Tool.docx	Resource Document
Assessing Information Tool.docx	Resource Document
Intake Stage Tool.docx	Resource Document
Investigate Act Stages Tool.docx	Resource Document
Organizational Assumption Tool.docx	Resource Document
Question List Tool.docx	Resource Document
Stages Critical Thinking Tool.docx	Resource Document
Uncritical Thinking Tool.docx	Resource Document
Bias Emotion Self Assess.docx	Resource Document
Critical Thinking Characteristics Self Assess.docx	Resource Document

Leading with Strategic Thinking

Description/Overview: Charting the future requires leaders to think strategically. Strategic thinking synthesizes information and ideas for competitive advantage and future success. In this course, you'll learn how to promote and apply strategic thinking.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 51 minutes

Assets associated with this course include:

Title	Asset Type
Thinking Throughout Every Level of Your Organization	Summary
Leading with Strategic Thinking	Course
Leadership Insights on Strategic Thinking	Course
Strategic Thinking: A Nine Step Approach to Strategy and Leadership for Managers and Marketers, 3rd edition	Book/Summary
Leading with Strategic Thinking: Four Ways Effective Leaders Gain Insight, Drive Change, and Get Results	Book
Business Strategy (The Brian Tracy Success Library)	Book
Demystifying Strategic Thinking: Lessons from Leading CEOs	Book
Strategic Decision Making: A Discovery-Led Approach to Critical Choices in Turbulent Times	Book
The Art of Opportunity: How to Build Growth and Ventures Through Strategic Innovation and Visual Thinking	Book
The Art and Discipline of Strategic Leadership: Drive Breakthrough Strategic Learning to Think Strategically	Audio Summary
Elevate: The Three Disciplines of Advanced Strategic Thinking	Audiobook
The Strategic Leader's Roadmap: 6 Steps for Integrating Leadership and Strategy	Audiobook
Edge Strategy: A New Mindset for Profitable Growth	Audiobook
Game-Changer: Game Theory and the Art of Transforming Strategic Situations	Audiobook
Herminia Ibarra: How to Think Strategically	Video
Max McKeown – Strategic Thinking: The Difference Between a Leader and a Manager	Video
David Rock: How Leaders Can Improve the Quality of People's Thinking	Video
When and Where Do You Do Your Best Thinking? by Lisa Bodell	Video
Strategic Thinking by Glen Senk	Video
Sense Making In Strategic Planning by Peter Sheahan	Video
How to Think Strategically by Herminia Ibarra	Video
Discuss Guide Creating Strategic Thinking Climate.docx	Resource Document
Discuss Guide Creating Strategic Thinking Climate.ppt	Resource Document
Fac Guide Balance Strategic Thinking.docx	Resource Document
Fac Guide Balance Strategic Thinking.ppt	Resource Document
Fac Guide Strategic Thinking Competencies.docx	Resource Document
Fac Guide Strategic Thinking Competencies.ppt	Resource Document
Balanced Thinking Tool.docx	Resource Document
Conditions Strategic Thinking Tool.docx	Resource Document
Formulating Ideas Tool.docx	Resource Document
Gathering Information Tool.docx	Resource Document
Phases Strategic Thinking Tool.docx	Resource Document
Planning for Action Tool.docx	Resource Document
Strategic Thinkers Tool.docx	Resource Document
Strategic Thinking Definition Tool.docx	Resource Document
Contrasting Attributes Self Assessment.docx	Resource Document
Strategic Thinking Competencies Self Assessment.docx	Resource Document

Leading in the Digital Era

Description/Overview: In the fast-paced digital world, it's been said that companies either disrupt or are disrupted. This puts pressure on leaders to do more than just keep up. In this course, you'll learn how to get ahead of the curve using digital technology.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 44 minutes

Assets associated with this course include:

Title	Asset Type
Building Digital Culture: A Practical Guide to Successful Digital Transformation	Summary
Leading in the Digital Era	Course
Leadership Insights on Leading in the Digital Era	Course
Digital Product Management, Technology and Practice: Interdisciplinary Perspectives	Book
Leading with Digital Technology	Book
50 Digital Team-Building Games: Fast, Fun Meeting Openers, Group Activities and Adventures using Social Media, Smart Phones, GPS, Tablets, and More	Book
Born Digital: Understanding the First Generation of Digital Natives	Book
Digital Adaptation	Book
Digital Communication: Communication, Multimedia, Security	Book
Digital Leader: 5 Simple Keys to Success and Influence	Book
Digital Outcasts: Moving Technology Forward without Leaving People Behind	Book
Ethics for a Digital Era	Book
The New IT: How Technology Leaders Are Enabling Business Strategy in the Digital Age	Audio Summary
Building Digital Culture: A Practical Guide to Successful Digital Transformation	Audio Summary
The Engaged Leader: A Strategy for Digital Leadership	Audiobook
Become a Disruptive Thinker Application Guide	Resource
Become a Disruptive Thinker Slides	Resource
Digital DNA Application Guide	Resource
Digital DNA Slides	Resource
Skillbrief: Leading in the Digital Era	Resource

Leading Through Disruption

Language: English

Description/Overview: Disruption is the new normal in business today and leaders who view it as a threat will be left behind. In this course you'll learn how to lead your organization through disruption to harness the undiscovered opportunities that await.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 42 minutes

Assets associated with this course include:

Title	Asset Type
Mapping Innovation: A Playbook for Navigating a Disruptive Age	Summary
Leading through Disruption	Course
Leadership Insights on Leading through Disruption	Course
Leading Through Disruption	Book
Expecting the Unexpected: 11 Ways to Handle Sudden Disruptions	Book
The Disruption Dilemma	Book
The Road to Reinvention: How to Drive Disruption and Accelerate Transformation	Book
Disrupt You! Master Personal Transformation, Seize Opportunity and Thrive in the Era of Endless Innovation	Audio Summary
No Ordinary Disruption: The Four Global Forces Breaking All the Trends	Audiobook
The Disruption Dilemma	Audiobook
The New Leadership Literacies: Thriving in a Future of Extreme Disruption and Distributed Everything	Audiobook
Zone to Win: Organizing to Compete in an Age of Disruption	Audiobook
Dealing with Disruption Application Guide	Resource
Dealing with Disruption Slides	Resource
State of Disruption Application Guide	Resource
State of Disruption Slides	Resource
Skillbrief: Leading through Disruption	Resource

Leading a Customer-Centric Culture

Description/Overview: In business, the customer is all. A customer-centric culture is an imperative, but many leaders are unsure how to begin instilling one. In this course, you'll learn how to design and implement a culture centered on your customers.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 52 minutes

Assets associated with this course include:

Title	Asset Type
Be Your Customer's Hero: Real-World Tips & Techniques for the Service Front Lines	Summary
Customer Experience Management: A Revolutionary Approach to Connecting with your Customers	Summary
Leading a Customer-centric Culture	Course
Leadership Insights on Leading a Customer-Centric Culture	Course
Leading a Customer Centric Culture	Book
Breaking Through: Implementing Disruptive Customer Centricity, 2nd Edition	Book
Using Information to Develop a Culture of Customer Centricity: Customer Centricity, Analytics, and Information Utilization	Book
Building Customer Loyalty: Making Customer-focused Decisions	Book
Customer Innovation: Customer-Centric Strategy for Enduring Growth	Audio Summary
Customer Centricity: Focus on the Right Customers for Strategic Advantage	Audio Summary
Can't Buy Me Like: How Authentic Customer Connections Drive Superior Results	Audiobook
Customer CEO: How to Profit from the Power of Your Customers	Audiobook
Customer-centric Culture Application Guide	Resource
Customer-centric Culture slides	Resource
Developing a Customer Retention Strategy Application guide	Resource
Developing a Customer Retention Strategy slides	Resource
Skillbrief: Leading a Customer-centric Culture	Resource

LEADING THE TEAM

COMPETENCY TRACK

Building and Leading Successful Teams

Description/Overview: Teamwork is essential to successful business practice. Permanent or temporary, workgroups need to function efficiently and effectively. In this course, you'll learn how to construct and lead teams, while avoiding and mitigating dysfunction.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 1 hour

Assets associated with this course include:

Title	Asset Type
Building & Leading Successful Teams	Course
Leadership Insights on Building & Leading Teams	Course
The Board of Directors and Audit Committee Guide to Fiduciary Responsibilities: Ten Critical Steps to Protecting Yourself and Your Organization	Book
Negotiation	Book
Building and Leading Teams	Book
Misplaced Talent: A Guide to Making Better People Decisions	Book
Becoming A Coaching Leader: The Proven Strategy for Building a Team of Champions	Book
Committed Teams: Three Steps to Inspiring Passion and Performance	Book
Extreme Teams: Why Pixar, Netflix, Airbnb, and Other Cutting-Edge Companies Succeed Where Most Fail	Book
Strengths-Based Leadership: Great Leaders, Teams, and Why People Follow	Book
The Five Dysfunctions of a Team: A Leadership Fable	Book
Choosing to Change: An Alternative Understanding of Change Management	Book
Lead Inside the Box: How Smart Leaders Guide Their Teams to Exceptional Results	Audiobook/Summary
Who's in the Room?: How Great Leaders Structure and Manage the Teams Around Them	Audio Summary
Companies Don't Succeed, People Do: 50 Ways to Motivate Your Team	Audiobook
Make the SHIFT: The Proven Five-Step Plan to Success for Corporate Teams	Audiobook
Bare Knuckle People Management: Creating Success with the Team You Have - Winners, Losers, Misfits, and All	Audiobook
The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team	AudioBook
Creativity is a Collaborative Activity	Video
How to Build Trust in a Team	Video
Innovative Teams Do Have an I	Video
Tips on Team Collaboration	Video
Teamwork Makes the Dream Work by John Maxwell	Video
People Follow What They See by John Maxwell	Video
Reframing Work for Success by Amy Edmondson	Video
Managing Conflict in High Performance Teams by Howard Guttman	Video
Succeeding as a Team Leader by Pat Lencioni	Video
Facilitating Chaos In Teams by Myles Downey	Video
Stages Team Development Fac Guide.docx	Resource Document
Stages Team Development Fac Guide.pt	Resource Document
Successful Team Discuss Guide.docx	Resource Document
Successful Team Discuss Guide.ppt	Resource Document
Team Communication Fac Guide.docx	Resource Document

BUILDING AND LEADING SUCCESSFUL TEAMS (CONT'D)

Team Communication Fac Guide.ppt	Resource Document
Team Guidelines App Guide.docx	Resource Document
Team Guidelines App Guide.ppt	Resource Document
Team Purpose Discuss Guide.docx	Resource Document
Team Purpose Discuss Guide.ppt	Resource Document
Communications Methods Tool.docx	Resource Document
Team Guidelines Tool.docx	Resource Document
Team Meetings Tool.docx	Resource Document
Team Participation Tool.docx	Resource Document
Team Vision Purpose Tool.docx	Resource Document
Team Characteristics Self Assessment.docx	Resource Document
Team Formation Self Assessment.docx	Resource Document
Team Trust Self Assessment.docx	Resource Document

Leading by Developing People

Description/Overview: Good leaders promote development so that everyone can reach their highest potential. In this course, you'll explore myths and challenges of development and learn ways to encourage, perform, and set standards for development of others.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 46 minutes

Assets associated with this course include:

Title	Asset Type
Leading by Developing People	Course
Leadership Insights on Developing People	Course
Misplaced Talent: A Guide to Making Better People Decisions	Book
Developing People	Book
The Savvy Manager: 5 Skills That Drive Optimal Performance	Book
5 Critical Conversations to Talent Development: Tips, Tools & Intelligence for Developing Talent	Book
Developing Exemplary Performance One Person at a Time	Book
Measuring the Success of Employee Engagement: A Step-by-Step Guide for Measuring Impact and Calculating ROI	Book
Developing Employees Who Love to Learn: Tools, Strategies, and Programs for Promoting Learning at Work	Audio Summary
50 Top Tools for Coaching: A Complete Toolkit for Developing and Empowering People, Third Edition	Audio Summary
The Talent Masters: Why Smart Leaders Put People Before Numbers	Audiobook
Companies Don't Succeed, People Do: 50 Ways to Motivate Your Team	Audiobook
Leading the Unleashable: How to Manage Mavericks, Cynics, Divas, and Other Difficult People	Book
Jason Jeffay, Developing Others	Video
Lee Caraher, "Because I Said So" No Longer Works	Video
Delivering Results While Developing People, with Kelly Thompson	Video
Accountability Raises Employee Performance, with Peter Bregman	Video
Motivation Misconceptions by Susan Fowler	Video
The Best Managers Catalyze Strengths by Stephen Harding	Video
Create an Environment for Leadership Development—Not a Program by David Marquet	Video
Balancing Performance and Potential by Jason Jeffay	Video
How Leaders Can Improve the Quality of People's Thinking by David Rock	Video
Make Time for Self-Development by Sri Kumar Rao	Video
App Guide Developing Employees.docx	Resource Document
App Guide Developing Employees.ppt	Resource Document
App Guide Levels Performance.docx	Resource Document
App Guide Levels Performance.ppt	Resource Document
Discuss Guide Components Developing People.docx	Resource Document
Discuss Guide Components Developing People.ppt	Resource Document
Fac Guide Motivating People.docx	Resource Document
Fac Guide Motivating People.ppt	Resource Document
Fac Guide Need Develop People.docx	Resource Document
Fac Guide Need Develop People.ppt	Resource Document
Fac Guide Setting High Standards.docx	Resource Document
Fac Guide Setting High Standards.ppt	Resource Document
Competency Assessment Tool.docx	Resource Document
Development Methods Tool.docx	Resource Document
Levels Performance Tool.docx	Resource Document
Motivating Generations Tool.docx	Resource Document
Our Work Culture Tool.docx	Resource Document
Right Fit Tool.docx	Resource Document
Skill Will Matrix.docx	Resource Document
Top Performer Development Tool.docx	Resource Document
Components People Development Self Assess.docx	Resource Document
Engage Empower Encourage Self Assess.docx	Resource Document
Setting High Standards Self Assess.docx	Resource Document

Leading Diversity

Description/Overview: Diversity is a fact of life in the modern marketplace and workforce. In this course, you'll learn skills to help you manage and leverage diversity for the benefit of the organization.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 37 minutes

Assets associated with this course include:

Title	Asset Type
Leading Diversity	Course
Leadership Insights on Leading Diversity	Course
The Inclusion Dividend: Why Investing in Diversity & Inclusion Pays Off	Book
Embracing Diversity in Your Leadership	Book
Diversity and Inclusion	Book
Generations at Work: Managing the Clash of Boomers, Gen Xers, and Gen Yers in the Workplace, Second Edition	Book
Diversity at Work: The Practice of Inclusion	Book
Leadership and the Sexes: Using Gender Science to Create Success in Business	Book
The Multicultural Mind: Unleashing the Hidden Force for Innovation in Your Organization	Audiobook
Unconventional Leadership: What Henry Ford and Detroit Taught Me about Reinvention and Diversity	Audiobook
Making Diversity Work: 7 Steps for Defeating Bias in the Workplace	Audio Summary
Barbara Byrne, The Importance of Diversity	Video
Frans Johansson, The Power of Diversity	Video
David Bell, Diversity Is Good Business	Video
Sahar Hashemi, Diversity in Business	Video
The Advantages of Cultural Diversity by Erin Meyer	Video
Difference Beyond Diversity by Gareth Jones	Video
Diverse Teams Deliver Results by Kelly Thompson	Video
How Inclusive Leaders Create Workplace Diversity by Howard Ross	Video
The Threat of Diversity by Sue Powell	Video
Diversity of Thought by Carmen Medina	Video
App Guide Diversity Management Practices.docx	Resource Document
App Guide Diversity Management Practices.ppt	Resource Document
Discuss Guide Diversity Preconditions.docx	Resource Document
Discuss Guide Diversity Preconditions.ppt	Resource Document
Discuss Guide Personal Awareness.docx	Resource Document
Discuss Guide Personal Awareness.ppt	Resource Document
Fac Guide Diversity Trends.docx	Resource Document
Fac Guide Diversity Trends.ppt	Resource Document
Business Diversity Trends Tool.docx	Resource Document
Diversity Practices Tool.docx	Resource Document
Leading Diversity Tool.docx	Resource Document
Strategic Alignment Tool.docx	Resource Document
Conditions Learning Effectiveness Self Assess.docx	Resource Document
Diversity Benefits Self Assess.docx	Resource Document
Personal Awareness Tool.docx	Resource Document

Developing Successful Coaching Relationships

Description/Overview: Leaders must support a culture conducive to coaching and be capable of stepping into a coaching role at any time. In this course, you'll learn how to build dynamic and purposeful coaching relationships.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 1 hour, 2 minutes

Assets associated with this course include:

Title	Asset Type
Coaching for Breakthrough Success: Proven Techniques for Making Impossible Dreams Possible	Summary
Developing Successful Coaching Relationships	Course
Leadership Insights on Coaching	Course
Leader as Coach Special Collection	Book
Coaching and Mentoring: Practical Techniques for Developing Learning and Performance, Third Edition	Book
Communicate Like a Leader: Connecting Strategically to Coach, Inspire, and Get Things Done	Book
Anytime Coaching: Unleashing Employee Performance, Second Edition	Book
Strength-Based Leadership Coaching in Organizations: An Evidence-based Guide to Positive Leadership Development	Book
Neuroscience for Coaches: How to Use the Latest Insights for the Benefit of Your Clients, Second Edition	Book
Everyday Coaching: Using Conversation to Strengthen Your Culture	Book
Action Coaching: How to Leverage Individual Performance for Company Success1	Audiobook
Coaching for Performance: GROWing Human Potential and Purpose: The Principles and Practice of Coaching and Leadership, Fourth Edition	Audiobook
The Leadership Playbook: Creating a Coaching Culture to Build Winning Business Teams	Audiobook
Coaching and Mentoring: How to Develop Top Talent and Achieve Stronger Performance	Audio Summary
Coaches Build Self-Confidence featuring Jay conger	Video
Six Question Coaching Process featuring Marshall Goldsmith	Video
Great Coaching: Don't Give the Answer by Jason Jeffay	Video
Good Coaches Ask Questions by Jack Zenger	Video
Close the Performance Gaps by Scott Eblin	Video
Four Reasons People Don't Do Things by Shari Harley	Video
Coaching Team Members by Jay Conger	Video
Be a Better Coach	Video
Coaching Challenges Discuss Guide.docx	Resource Document
Coaching Challenges Discuss Guide.ppt	Resource Document
Coaching Role Fac Guide.docx	Resource Document
Coaching Role Fac Guide.ppt	Resource Document
Coaching Skills Fac Guide.docx	Resource Document
Coaching Skills Fac Guide.ppt	Resource Document
Goal Setting App Guide.docx	Resource Document
Goal Setting App Guide.ppt	Resource Document
Preparing Coach App Guide.docx	Resource Document
Preparing Coach App Guide.ppt	Resource Document
Coaching Challenges Tool.docx	Resource Document
Evaluation Actions Tool.docx	Resource Document
Exploring Options Tool.docx	Resource Document
Smart Goals Tool.docx	Resource Document
Coaching Skills Self Assessment.docx	Resource Document
Rapport Relationships Self Assessment.docx	Resource Document

Leading Through the Challenge of Change

Description/Overview: Effective change leaders have a process to follow and know how to engage people in making change happen. This course will help you set the stage for change, follow steps to make change happen, and lead people in the change process.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 1 hour, 19 minutes

Assets associated with this course include:

Title	Asset Type
The Effective Change Manager's Handbook: Essential Guidance to the Change Management Body of Knowledge	Summary
Leading Through the Challenge of Change	Course
Leadership Insights on Leading through Change	Course
Leading Through Disruption	Book
Leading Change from the Middle: A Practical Guide to Building Extraordinary Capabilities	Book
Achieve with Accountability: Ignite Engagement, Ownership, Perseverance, Alignment, & Change	Book
Managing and Leading People through Organizational Change: The Theory and Practice of Sustaining Change through People	Book
Making Sense of Change Management: A Complete Guide to the Models, Tools and Techniques of Organizational Change, 4th Edition	Book
Leading Change	Book
Leading Continuous Change: Navigating Churn in the Real World	Audiobook
Thriving On Chaos: A Handbook for a Management Revolution	Audiobook
Leadership for a Fractured World: How to Cross Boundaries, Build Bridges, and Lead Change	Audiobook
Unstoppable: Transforming Your Mindset to Create Change, Accelerate Results, and Be the Best at What You Do	Audiobook
Leadership On The Line: Staying Alive Through the Dangers of Change	Audiobook
Change Agents: The Role of Organizational Learning in Change Management	Audio Summary
Change Needs Emotional Leadership by Liz Mellon	Video
The Role of Urgency in Change by John Kotter	Video
How to Be an Effective Change Agent by Tom Catania	Video
How to Embed Change by Liz Mellon	Video
Planning for Change by Anne Riches	Video
Know When to Introduce Change by John Maxwell	Video
Three Mindsets to Embrace Change by Sharon Melnick 128232	Video
Seven Ways to Message Change To Your Team by Sharon Melnick 128231	Video
Use Outlines to Improve Communication by Heide Abelli 127953	Video
Agility Requires Assessments by Heidi Grant Halvorson 78791	Video
Use Leverage to Resolve Conflict by Stewart Levine 104228	Video
Manage with a Microscope and a Telescope by Dominic Barton 62394	Video
Keeping Momentum Going During Times of Change by Paul Levy	Video
Dealing Conflict App Guide.docx	Resource Document
Dealing with Conflict App Guide.ppt	Resource Document
Leading People in Change Fac Guide.docx	Resource Document
Leading People in Change Fac Guide.ppt	Resource Document
Perspectives on Change Fac Guide.docx	Resource Document
Perspectives on Change Fac Guide.ppt	Resource Document
Removing Barriers Fac Guide.docx	Resource Document
Removing Barriers Fac Guide.ppt	Resource Document
Setting Stage App Guide.docx	Resource Document
Setting Stage App Guide.ppt	Resource Document
Short Term Wins Discuss Guide.docx	Resource Document
Short Term Wins Discuss Guide.ppt	Resource Document
Business Research Tool.docx	Resource Document
Change Equation Tool.docx	Resource Document
Communicating to Change Audience Tool.docx	Resource Document
Conflict Management Tool.docx	Resource Document
Create Vision for Change Tool.docx	Resource Document
Defusing Conflict Tool.docx	Resource Document
Key People Tool.docx	Resource Document
Removing Barriers Tool.docx	Resource Document
Sharing Concerns Tool.docx	Resource Document
Signs Strategies Tool.docx	Resource Document
Types of Resistance Tool.docx	Resource Document
Change Leadership Self-Assessment.docx	Resource Document
Your Perspectives on Change Self Assessment.docx	Resource Document

Leading Virtually

Description/Overview: Virtual leadership requires using processes and technologies, but even more importantly, leading people with diverse and distant talents. This course helps leaders leverage virtual benefits and meet the inevitable challenges.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
Leading Virtually	Course
Leadership Insights on Leading Virtually	Course
Projects Without Boundaries: Successfully Leading Teams and Managing Projects in a Virtual World	Book
101 Leadership Actions for Creating and Managing Virtual Teams	Book
Virtual Team Success: A Practical Guide for Working and Leading from a Distance	Book
Virtual Leadership: Practical Strategies for Getting the Best Out of Virtual Work and Virtual Teams	Book/Audio Summary
Interact and Engage! 50+ Activities for Virtual Training, Meetings, and Webinars	Book
Uniting the Virtual Workforce: Transforming Leadership and Innovation in the Globally Integrated Enterprise	Audiobook
Sue Powell: Face-to-Face Versus Virtual Management	Video
Rick Lent: Virtual Meetings That Work	Video
Howard Guttman: Managing Conflict in High Performance Teams	Video
Leading a Virtual Collaborative Team by Tamara Erickson	Video
Managing a Virtual or Matrix Team by Jason Jeffay	Video
Leading More Effectively Remotely by Kevin Eikenberry	Video
Leading Virtual Meetings by Keith Ferrazzi	Video
Leading Effectively in a Virtual Environment by Eddie Obeng	Video
Executing Projects App Guide.doc	Resource Document
Team Technology Needs Slides.ppt	Resource Document
Team Technology Fac Guide.doc	Resource Document
Virtual Team Requirements Discuss Guide.doc	Resource Document
Virtual Team Requirements Slides.ppt	Resource Document
Executing Projects Tool.docx	Resource Document
Team Technology Tool.docx	Resource Document
Virtual Team Requirements Tool.docx	Resource Document
Interpersonal Challenges Self Assessment.docx	Resource Document
Leadership Practices Self Assessment.docx	Resource Document

Leading Others through Conflict

Description/Overview: Effective leaders promote a positive perspective on workplace conflict that filters down to their teams, helping them view conflict through the same eyes. In this course you'll learn how to effectively lead others through conflict.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
Leading Others through Conflict	Course
Leadership Insights on Leading a Customer-Centric Culture	Course
Conflict Management	Book
The Essential Workplace Conflict Handbook: A Quick and Handy Resource for Any Manager, Team Leader, HR Professional, or Anyone Who Wants to Resolve Disputes and Increase Productivity	Book
Engagement: Transforming Difficult Relationships at Work	Book
Managing Conflict at Work: Understanding and Resolving Conflict for Productive Working Relationships	Book/Summary
Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle)	Audiobook
Conflict without Casualties: A Field Guide for Leading with Compassionate Accountability, Second Edition	Audiobook
The Elephant in the Boardroom: How Leaders Use and Manage Conflict to Reach Greater Levels of Success	Audiobook/Summary
Mindsets to Bring to Conflicts by Stewart Levine	Video
Avoiding or Seeking Conflict by Amy Gallo	Video
Dealing with Different Types of Conflict by Amy Gallo	Video
How to Open a Conversation by Amy Gallo	Video
Use Leverage to Resolve Conflict by Stewart Levine	Video
Overcome Emotional Feelings by Amy Gallo	Video
Managing Conflict in High Performance Teams by Howard Guttman	Video
Words to Use in Tough Conversations by Amy Gallo	Video
Leaning Into Conflict by Amy Gallo	Video
App Guide Conflict Behaviors.docx	Resource Document
App Guide Conflict Behaviors.ppt	Resource Document
App Guide Confronting Conflict.docx	Resource Document
App Guide Confronting Conflict.ppt	Resource Document
Discuss Guide Considering Conflict.docx	Resource Document
Discuss Guide Considering Conflict.ppt	Resource Document
Fac Guide Conflict Perspectives.docx	Resource Document
Fac Guide Conflict Perspectives.ppt	Resource Document
Fac Guide Conflict Resolution.docx	Resource Document
Fac Guide Conflict Resolution.ppt	Resource Document
Conflict Behaviors Tool.docx	Resource Document
Conflict Manager Tool.docx	Resource Document
Conflict Resolution Process Tool.docx	Resource Document
Conflict Situations Tool.docx	Resource Document
Confrontation Action Plan Tool.docx	Resource Document
Group Perspective tool.docx	Resource Document
Questions to Uncover Root Cause of Conflict Tool.docx	Resource Document
Sources Conflict Tool.docx	Resource Document
Win Win Considerations.docx	Resource Document
Instinctive Reactions Self Assess.docx	Resource Document
Perspectives Conflict Self Assess.docx	Resource Document
Tips Conflict Involvement Tool.docx	Resource Document

Leading Across Cultures

Description/Overview: Effective leaders use a variety of skills and abilities to motivate others to reach common organizational goals. In this course, you'll learn how to use the competencies associated with cultural intelligence to achieve this across cultures.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 52 minutes

Assets associated with this course include:

Title	Asset Type
Leading with Cultural Intelligence: The Real Secret to Success, Second Edition	Book
Bridging the Culture Gap: A Practical Guide to International Business Communication	Summary
Leading across Cultures	Course
Leadership Insights on Leading Across Cultures	Course
Leading Across Cultures	Book
Cross-Cultural Collaboration and Leadership in Modern Organizations	Book
Cross-Cultural Dialogues	Book
Cross-Cultural Management	Book
Essential Concepts of Cross-Cultural Management: Building On What We All Share	Book
The Talent Powered Organization: Strategies for Globalization, Talent Management and High Performance	AudioSummary
Beating the Global Odds: Successful Decision-Making in a Confused and Troubled World	AudioSummary
Say Anything to Anyone, Anywhere: 5 Keys to Successful Cross-Cultural Communication	Audiobook
Leading With Cultural Intelligence: The Real Secret to Success, Second Edition	Audiobook
Culture Crossing: Discover the Key to Making Successful	AudioBook
Connections in the New Global Era	Resource
Cultural Differences Application guide	Resource
Cultural Differences slides	Resource
Cultural Intelligence application guide	Resource
Cultural Intelligence slides	Resource
Skillbrief: Leading Across Cultures	Resource

Leading Through Motivation

Description/Overview: Leaders have a vital role to play in creating a motivational environment in which their team members can excel. In this course, you'll learn about multiple sources of motivation, and how to use them to inspire and encourage employees.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 47 minutes

Assets associated with this course include:

Title	Asset Type
The Inspiring Leader: Unlocking the Secrets of How Extraordinary Leaders Motivate	Summary
Managing for Happiness: Games, Tools, and Practices to Motivate Any Team	Summary
Leading through Motivation	Course
Leadership Insights on Leading through Motivation	Course
Be a Project Motivator: Unlock the Secrets of Strengths-Based Project Management	Book
Leader as Motivator	Book
20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees	Book
Great Motivation Secrets of Great Leaders	Book
100 Ways to Motivate Others: How Great Leaders Can Produce Insane Results without Driving People Crazy, Third Edition	Book
Creating Passion-Driven Teams: How To Stop Micromanaging and Motivate People to	Book
Top Performance	Book
Why Motivating People Doesn't Work...and What Does:	Audio Summary
The New Science of Leading, Energizing, and Engaging	Audio Summary
Motivation and Performance: A Guide to Motivating a Diverse Workforce	Audiobook
Full Engagement!: Inspire, Motivate, and Bring Out the Best in Your People	Audiobook
How to Get People to Do Stuff: Master the Art and Science of	Audiobook
Persuasion and Motivation	Audiobook
Common Motivator Slides	Resource
Recognizing Demotivators Application Guide	Resource
Recognizing Demotivators Slides	Resource
Skillbrief: Leading through Motivation	Resource

LEADING YOURSELF

COMPETENCY TRACK

Description/Overview: Effective networking is a leadership skill linked to stronger performance on the job. In this course, you'll learn how to develop and expand your network to improve your own effectiveness, as well as that of others in your organization.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
Networking to Improve Leadership Effectiveness	Course
Leadership Insights on Networking with your Peers	Course
The Relationship Engine: Connecting with the People Who Power Your Business	Book
The Complete Guide to Professional Networking: The Secrets of Online and Offline Success	Book
Working Relationships: Using Emotional Intelligence to Enhance Your Effectiveness with Others, Revised Edition	Book
Successful Networking: How to Build New Networks for Career or Company Progression	Book
Flat World Navigation: Collaboration and Networking in the Global Digital Economy	Book
The New Rules of Networking: The Essential Rules And Secrets To Modern Networking	Book
Strategic Connections: The New Face of Networking in a Collaborative World	Audiobook
Click: The Magic of Instant Connections	Audiobook
Who's Got Your Back: The Breakthrough Program to Build Deep, Trusting Relationships That Create Success--And Won't Let You Fail	Audiobook
It's Not Just Who You Know: Transform Your Life (and Your Organization) by Turning Colleagues and Contacts into Lasting, Genuine Relationships	Audiobook
The 11 Laws of Likability: Relationship Networking . . . Because People Do Business with People They Like	Summary
Networking For People Who Hate Networking: A Field Guide For Introverts, The Overwhelmed, And The Under Connected	Summary
"Networking Doesn't Have to be Sleazy", featuring Dorie Clark	Video
Create a Mastermind Group for Your Career", featuring Dorie Clark	Video
Five Steps to Building Your Network by Scott Eblin	Video
How are you Perceived?, featuring Dorie Clark	Video
The Right and Wrong Way to Network, featuring Dorie Clark	Video
The Importance of Strategic Networks by Herminia Ibarra	Video
Relating: Building a Network by Deborah Ancona	Video
Networking: Making a Good Impression by Devora Zack	Video
Seven Elements of Effective Networking by Diane Darling	Video
Women and Networking by Kelly Watson	Video
"Networking Doesn't Have to be Sleazy", featuring Dorie Clark	Video
Create a Mastermind Group for Your Career", featuring Dorie Clark	Video
Five Steps to Building Your Network by Scott Eblin	Video
How are you Perceived?, featuring Dorie Clark	Video
The Right and Wrong Way to Network, featuring Dorie Clark	Video
The Importance of Strategic Networks by Herminia Ibarra	Video
Relating: Building a Network by Deborah Ancona	Video
Networking: Making a Good Impression by Devora Zack	Video
Seven Elements of Effective Networking by Diane Darling	Video
Women and Networking by Kelly Watson	Video
App Guide Network Mapping.doc	Resource Document
App Guide Network Mapping.ppt	Resource Document
Discuss Guide Identity Skills.doc	Resource Document
Discuss Guide Identity Skills.ppt	Resource Document
Fac Guide Networking Mindset.doc	Resource Document
Fac Guide Networking Mindset.ppt	Resource Document
Directing Networks Tool.docx	Resource Document
Networking Mindset Tool.docx	Resource Document
Networking Types Toold.docx	Resource Document
Network Identity Self Assessment.docx	Resource Document
Social Stills Self Assessment.docx	Resource Document

Accountable Leadership

Description/Overview: Accountability is about taking ownership of your own actions, and it's key to your organization's success.

In this course, you'll learn how to foster and determine accountability, in your workplace, your team, and yourself.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
Accountable Leadership	Course
Leadership Insights on Being Accountable	Course
The Accountable Leader	Book
Achieve with Accountability: Ignite Engagement, Ownership, Perseverance, Alignment, & Change	Book
Conflict without Casualties: A Field Guide for Leading with Compassionate Accountability	Audiobook
The 85% Solution: How Personal Accountability Guarantees Success: No Nonsense, No Excuses	Book
Accountability: Taking Ownership of Your Responsibility	Book
The Responsible Leader: Developing a Culture of Responsibility in an Uncertain World	Book
QBQ! The Question Behind the Question: Practicing Personal Accountability at Work and in Life	Audiobook
The Leadership Contract: The Fine Print to Becoming an Accountable Leader, 2nd Edition	Audiobook
The Wisdom of Oz: Using Personal Accountability to Succeed in Everything You Do	Audiobook
The Accountable Leader: Developing Effective Leadership Through Managerial Accountability	Summary
Obstacles to Accountability featuring Howard Guttman	Video
Get More Results: Pick Up Accountability and Let Go of Responsibility by Scott Eblin	Video
Becoming A More Effective Delegator	Video
Individual Accountability	Video
Five Levels of Accountability by Howard Guttman	Video
Solidifying Your Team: Shift Accountability by Simon Sinek	Video
Leaders Don't Have All the Answers by Colin Gautrey	Video
Accountability Plan App Guide.docx	Resource Document
Accountability Plan App Guide.ppt	Resource Document
Accountability Problems Discuss Guide.docx	Resource Document
Accountability Problems Discuss Guide.ppt	Resource Document
Turning Around Negativity Discuss Guide.docx	Resource Document
Turning Around Negativity Discuss Guide.ppt	Resource Document
Accountability Problems Tool.docx	Resource Document
Motivations and Work Preferences Tool.docx	Resource Document
Personal Accountability Dos Donts.docx	Resource Document
Personal Accountability Map Tool.docx	Resource Document
Personal Accountability Plan Tool.docx	Resource Document
Reframing Comments Questions Tool.docx	Resource Document
Responsible Accountable Empowered Tool.docx	Resource Document
Vision Assessment Tool.docx	Resource Document
Work Values Tool.docx	Resource Document
Leading Accountable Team Self Assess.docx	Resource Document
Supporting Accountability Self Asses Tool.docx	Resource Document
Your Organizations Accountability Tool.docx	Resource Document

The Agile Leader

Description/Overview: Even a small shift in direction can accelerate success. In this course, you will learn how to adopt a focused and flexible mindset; respond quickly with adaptive techniques; and empower others to reach the goal.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
The Agile Leader	Course
Leadership Insights on Leading with Agility	Course
The Agile Leader: Perseverance and Flexibility	Book
Leading Agile Teams	Book
The Agile Leader: A Playbook for Leaders	Book
Leading the Transformation: Applying Agile and DevOps Principles at Scale	Book
Agile for Project Managers	Book
The Art of Agile Practice: A Composite Approach for Projects and Organizations	Book
Integrating Agile Development in the Real World	Book
The Agility Shift: Creating Agile and Effective Leaders, Teams, and Organizations	Audiobook
Accelerate: Building Strategic Agility for a Faster-Moving World	Audiobook
Adaptive Space: How GM and Other Companies are Positively Disrupting Themselves and Transforming into Agile Organizations	Audiobook
The Agility Shift: Creating Agile and Effective Leaders, Teams, and Organizations	Summary
Embracing Change in Formula One Racing by Mark Gallagher	Video
Psychologically Safe Work Environments by Amy Edmondson	Video
Expertise: The Enemy of Innovation	Video
Attributes of Agile Leaders by Mike Roberto	Video
The Adaptive Leader: Be An Iceberg by Joanna Barsh	Video
Leading Change at All Levels by Deborah Ancona	Video
How to Go Faster Day to Day by Steve Strout	Video
Agility Requires Assessments by Heidi Grant Halvorson	Video
Agile Leadership by Paul Levy	Video
App Guide Assessing Gap.docx	Resource Document
App Guide Assessing Gap.ppt	Resource Document
Fac Guide Mindset Shift.docx	Resource Document
Fac Guide Mindset Shift.ppt	Resource Document
Balance Focus and Agility Tool.docx	Resource Document
Chart and Check in Tool.docx	Resource Document
Skills Feedback Discussion Tool.docx	Resource Document
Team Learning Tool.docx	Resource Document
Agility Obstacles Self Assessment.docx	Resource Document
Leveraging Agile Skills Self Assessment.docx	Resource Document

Becoming and Emotionally Intelligent Leader

Description/Overview: Building emotional intelligence can help you make better decisions and improve your business relationships. In this course, you'll learn skills and behaviors to develop your emotional competency and become a more mindful and capable leader.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 58 minutes

Assets associated with this course include:

Title	Asset Type
Becoming and Emotionally Intelligent Leader	Course
Leadership Insights on Emotional Intelligence	Course
Emotional Intelligence Pocketbook: Little Exercises for an Intuitive Life	Book
Emotional Intelligence: Managing Emotions to Make a Positive Impact on Your Life and Career	Book
The EQ Edge: Emotional Intelligence and Your Success, Third Edition	Book
What Makes a Leader: Why Emotional Intelligence Matters	Book
The EQ Leader: Instilling Passion, Creating Shared Goals, and Building Meaningful Organizations Through Emotional Intelligence	Book
The Emotionally Intelligent Leader	Book
The Emotional Intelligence Activity Kit: 50 Easy and Effective Exercises for Building EQ	Audiobook/Summary
Working with Emotional Intelligence	Audio Summary
EGO vs. EQ: How Top Business Leaders Beat 8 Ego Traps with Emotional Intelligence	Audiobook
Becoming a Resonant Leader: Develop Your Emotional Intelligence, Renew Your Relationships, Sustain Your Effectiveness	Audiobook
The Other Kind of Smart: Simple Ways to Boost Your Emotional Intelligence for Greater Personal Effectiveness and Success	Audiobook
Emotional Intelligence by Stewart Levine	Video
Understanding Emotional Alignment by Marcia Reynolds	Video
Relationship Management: Don't Win the Battle to Lose the War by Travis Bradberry	Video
Develop Emotional Intelligence by Tara Swart	Video
Comfort Zone Is the Enemy of EQ by Jen Shirkani	Video
How to Improve Your EQ by Travis Bradberry	Video
Emotional Intelligence Defined by Travis Bradberry	Video
Characteristics of High EQ Leaders by Travis Bradberry	Video
Personal Competencies App Guide.docx	Resource Document
Personal Competencies App Guide.ppt	Resource Document
Relational Competencies Fac Guide.docx	Resource Document
Relational Competencies Fac Guide.ppt	Resource Document
Personal Development Activities Tool.docx	Resource Document
Relational Development Activities Tool.docx	Resource Document
Self Talk Obstacles Tool.docx	Resource Document
Value Challenge Emotions Tool.docx	Resource Document
Needs Emotional Competence Tool.docx	Resource Document
Personal Domain Self Assessment.docx	Resource Document
Relational Domain Self Assessment.docx	Resource Document

New Leadership Transitions

Description/Overview: Employees enter leadership roles earlier and via different paths than in the past. In this course, you'll learn about common challenges that new leaders face, and some techniques for setting goals, building teams, and getting early wins.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 58 minutes

Assets associated with this course include:

Title	Asset Type
New Leadership Transitions	Course
Leadership Insights on Leader Transitions	Course
New Leader Transitions	Book
Succession for Change: Strategic Transitions in Family and Founder-Led Businesses	Book
Becoming a Successful Manager: Powerful Tools for Making a Smooth Transition to Managing a Team, Second Edition	Book
Transitions at the Top: What Organizations Must Do to Make Sure New Leaders Succeed	Book
From Techie to Boss: Transitioning to Leadership	Book
The Leadership Pipeline: How to Build the Leadership Powered Company, Second Edition	Book
The Leadership Pipeline: How to Build the Leadership-Powered Company	Audio Summary
The Leadership Pipeline: How to Build the Leadership Powered Company, Second Edition	Audiobook
Your Next Move: The Leader's Guide to Navigating Major Career Transitions	Audiobook
From Bud to Boss: Secrets to a Successful Transition to Remarkable Leadership	Audiobook
Succession: Mastering the Make-or-Break Process of Leadership Transition	Audiobook
Leadership Perspective Application Guide	Resource
Leadership Perspective Slides	Resource
Leading Former Peers Application Guide	Resource
Leading Former Peers Slides	Resource
Skillbrief: New Leadership Transitions	Resource

The Mindful Leaders

Description/Overview: How do leaders slow down and focus in a 24/7 world? In this course, you'll learn about how mindfulness enhances leadership effectiveness, and techniques for strengthening the mind's ability to pay attention to what's most important.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 46 minutes

Assets associated with this course include:

Title	Asset Type
The Mindful Leader	Course
Leadership Insights on Mindfulness	Course
The Mindful Leader	Book
Mindfulness-Based Stress Reduction: The MBSR Program for Enhancing Health and Vitality	Book
Mindful Coaching: How Mindfulness Can Transform Coaching Practice	Book
Managing Conflict in Projects: Applying Mindfulness and Analysis for Optimal Results	Book
Resonant Leadership: Renewing Yourself and Connecting with Others Through Mindfulness, Hope, and Compassion	Book
Mindful Leadership: The 9 Ways to Self-Awareness, Transforming Yourself, and Inspiring Others	Book
Overworked and Overwhelmed: [The Mindfulness Alternative]	Audio Summary
Working With Mindfulness	Audiobook
Mindfulness at Work: How to Avoid Stress, Achieve More, and Enjoy Life!	Audiobook
Making the Case for Mindfulness Application Guide	Resource
Making the Case for Mindfulness Slides	Resource
Practicing Mindfulness Application Guide	Resource
Practicing Mindfulness Slides	Resource
Skillbrief: The Mindful Leader	Resource

Leading with Values & Ethics

Description/Overview: Demonstrating integrity between personal and business values and ethics is key to ethical leadership, but it's only a start. In this course, you'll learn how to lead ethically by doing more than just talking the talk

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 40 minutes

Assets associated with this course include:

Title	Asset Type
What it Takes to Be #1: Vince Lombardi on Leadership	Summary
From Values to Action: The Four Principles of Values-Based Leadership	Summary
Leading with Values and Ethics	Course
Leadership Insights on Leading with Values & Ethics	Course
Leading with Value and Ethics	Book
Advances in Authentic and Ethical Leadership	Book
Engaging Millennials for Ethical Leadership: What Works For Young Professionals and Their Managers	Book
Ethical Leadership: Creating and Sustaining an Ethical Business Culture	Book
Ethical Leadership in Sport: What's Your ENDgame?	Book
Leaders Make the Future: Ten New Leadership Skills for an Uncertain World, Second Edition	Audio Summary
Leadership Blindspots: How Successful Leaders Identify and Overcome the Weaknesses That Matter	Audio Summary
The Courage Way: Leading and Living with Integrity	Audiobook
Above The Line: Lessons in Leadership and Life from a Championship Season	Audiobook
A Higher Standard: Leadership Strategies from America's First Female Four-Star General	Audiobook
Fearless Leadership: How to Overcome Behavioral Blind Spots and Transform Your Organization	Audiobook
Values-based Decision Mapping Application Guide	Resource
Values-based Decision Mapping Slides	Resource
Ethical Dilemmas Application Guide	Resource
Ethical Dilemmas Slides	Resource
Skillbrief: Leading with Values and Ethics	Resource

Leading with Executive Presence

Description/Overview: Successful leaders have that extra something that makes people want to follow them. That something is their executive presence. In this course, you'll learn how to develop an authentic executive presence to lead in your organization.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 42 minutes

Assets associated with this course include:

Title	Asset Type
All the Leader You Can Be: The Science of Achieving Extraordinary Executive Presence	Summary
Executive Presence: The Art of Commanding Respect Like a CEO	Summary
Leading with Executive Presence	Course
Leadership Insights on Leading with Executive Presence	Course
Executive Presence	Book
All the Leader You Can Be: The Science of Achieving Extraordinary Executive Presence	Book
Become the Real Deal: The Proven Path to Influence and Executive Presence	Book
Developing Your Executive Presence: Study Guide, Student Edition	Book
Executive Presence: The Art of Commanding Respect Like a CEO	Book
Executive Presence: The Missing Link Between Merit and Success	Audio Summary
Executive Presence: The Art of Commanding Respect Like a CEO	Audio Summary
Leadership Material: How Personal Experience Shapes Executive Presence	Audiobook
The Power of Presence	Audiobook
Improving Your Executive Presence Application Guide	Resource
Improving Your Executive Presence Slides	Resource
Projecting Confidence Application Guide	Resource
Projecting Confidence Application Slides	Resource
Skillbrief: Leading with Executive Presence	Resource

Developing Women Leaders

Description/Overview: Why do women still find it difficult to attain top leadership positions? In this course, you'll learn about barriers to women's advancement as leaders and ways to break through them.

Target Audience: Supervisors, managers, and executives who wish to develop or improve the skills necessary for effective leadership

Course Duration: 43 minutes

Assets associated with this course include:

Title	Asset Type
The Confidence Myth: Why Women Undervalue Their Skills and How to Get Over It	Summary
Leading from the Front: No-Excuse Leadership Tactics for Women	Summary
Developing Women Leaders	Course
Leadership Insights on Developing Women Leaders	Course
Championing Women Leaders: Beyond Sponsorship	Book
Developing Women Leaders: A Guide for Men and Women in Organizations	Book
Developing Women Leaders in Corporate America	Book
How Women are Transforming Leadership: Four Key Traits Powering Success	Book
How Women Lead: 8 Essential Strategies Successful Women Know	Book
LEAN IN: Women, Work and the Will To Lead	Audio Summary
Breaking Through 'Bitch:' How Women Can Shatter Stereotypes and Lead Fearlessly	Audiobook
How Remarkable Women Lead: The Breakthrough Model for Work and Life	Audiobook
How Women Lead: The 8 Essential Strategies Successful Women Know	Audiobook
Overcoming Gender Biases and Barriers Application Guide	Resource
Overcoming Gender Biases and Barriers Slides	Resource
Responding to Feedback Application Guide	Resource
Responding to Feedback Slide	Resource
Skillbrief: Developing Women Leaders	Resource



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