



SMACNA GREATER CHICAGO

LEADING

THROUGH CHANGE 

2019 LEADERSHIP WORKSHOP PROGRAM

BUILD A TRIBE **OF LEADERS**

Today's workforce includes individuals who have vital attributes that make them the ideal leaders for the modern work environment. These leaders are your future, and they are ready to advance your business. SMACNA Greater Chicago wants to help develop and build their skills!

For a second year, we are offering a four-part leadership workshop. This workshop is designed to improve communication and create higher work performance within your organization, help your company maneuver through change, incorporate positive influences to get positive results and improve presentation skills for those speaking in front of an audience.

As a four-part series, we encourage you to attend all four sessions to gain the most impact. Each workshop is packed with knowledge so if only one or two sessions fit your schedule, you'll definitely benefit.



**DARRYL
HARRIS**

Featured

Speaker

Sessions 1-4

Darryl Harris is a consultant, trainer and coach, focused on helping organizations improve their performance by developing the skills and competencies of their people. Harris has an abundance of energy and passion for helping organizations develop and grow in a rapidly changing environment. His clear common sense approach has helped thousands of people learn how to successfully overcome these challenges. He brings an international background of almost 30 years of experience in the areas of leadership development, strategic planning, team effectiveness, customer skills and more.

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Participants are invited to enjoy a complimentary catered breakfast at 7:30 a.m., prior to the start of each workshop.



This program is perfect for everyone, especially young professionals.



Leading Through Change is conducted by The Carroll-Keller Group.

REGENCY TOWERS CONFERENCE CENTER

1515 W. 22nd St., Oak Brook, IL

8:00AM - NOON

Breakfast provided at 7:30am

MEMBERS

\$35 per session

\$125 for 4 sessions

NON-MEMBERS

\$75 per session

\$275 for 4 sessions

01.16

CREATING HIGH PERFORMANCE

"Understanding and Supporting Key Skills"

02.07

LEADING THROUGH CHANGE

"Leading and Managing Through Change"

03.06

INFLUENCING WITHOUT AUTHORITY

"Achieving Results Regardless of Position"

04.17

EFFECTIVE PRESENTATION SKILLS

"Skills for a Winning Presentation"

REGISTER FOR CLASSES NOW AT

[SMACNAGREATERCHICAGO.ORG / Leadership-Workshop.html](http://SMACNAGREATERCHICAGO.ORG/Leadership-Workshop.html)

Registration is limited to the first 30.

SESSION 1

01.16.19

CREATING HIGH PERFORMANCE

"Understanding and Supporting Key Skills"

Today's organizations face a barrage of challenges, including new and advanced technologies, fierce competition and unpredictable business environments all while trying to provide your customers with efficient, high-quality solutions. How do you involve your employees in the "right" way to encourage involvement, participation and ownership?

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UNDERSTANDING **AND SUPPORTING** KEY SKILLS.

In **Session One** you will perform a Competitive Skills Assessment that will review your organization's strengths and weaknesses and determine your competitive position. This process includes learning the Supportive Skills and Behaviors as well as the Harmful Skills and Behaviors for:

- 1 COMMUNICATION** The speed and accuracy of the communications process
- 2 DECISION MAKING** The process used to produce the highest quality decisions with tremendous support
- 3 CULTURE** The view of, and response to, successes, achievements, mistakes and errors
- 4 CONFLICT** The willingness and ability to have and resolve disagreements
- 5 CHANGE PROCESS** Understanding and implementing the process

SESSION 2

02.07.19

LEADING THROUGH CHANGE

“Leading and Managing Through Change”

How do businesses and their employees cope with unanticipated events, changes and possible crisis? How can leadership create a work-environment and work-life that empowers everyone to rise above and allow the changes to lead to more viable and efficient ways to work and live?

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LEADING **AND MANAGING** THROUGH CHANGE.

Session Two is designed to provide leaders with the strategic and tactical skills to lead change and to help identify the emotional stage their followers are experiencing in the process. Develop ideas on how to skillfully lead through the process of change.

BASIC PROGRAM OUTLINE

- »»»» **THE ACCEPTED LEADERSHIP BEHAVIORS**
- »»»» **PERSONAL ASSESSMENT — HOW DO I REACT TO CHANGE?**
- »»»» **THE FOUR PHASES OF CHANGE**
- »»»» **LEADING PEOPLE THROUGH THE DIFFERENT PHASES OF CHANGE**
- »»»» **LEADERSHIP ACTION PLAN**

SESSION 3

03.06.19

INFLUENCING WITHOUT AUTHORITY

“Achieving Results Regardless of Position”

Using influence to motivate others to accomplish something will go a lot further than getting something done by setting tasks that need to be completed. Someone in a position of authority will most assuredly get the task completed, but it may not be done from a sincere desire to do the best job. The truly effective individual contributors, managers and executives use influence skills to achieve results, regardless of their positional power within their organization.

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ACHIEVING RESULTS REGARDLESS OF POSITION.

Session Three is a highly interactive session that includes small group discussions, practical case studies and role playing exercises. Attendees will practice identifying types of influence, recognizing the motivations of others and how to develop a strategy for influencing them.

WHO SHOULD ATTEND?

Project leaders, individuals, leaders and managers who want to gain new strategies without having to command, and technical experts who require the skills of influencing to achieve “buy-in” from non-technical colleagues or customers.

PROJECT LEADERS

MANAGERS

INDIVIDUALS

TECHNICAL EXPERTS

KEY RESULTS & BENEFITS

- 1 **Improved ability** to get others to do what you want
- 2 **Improved long-term** working relationships with colleagues
- 3 **Less conflict** and higher morale
- 4 **More positive relationships** within and between departments

SESSION 4

04.17.19

EFFECTIVE PRESENTATION SKILLS

"Skills for a Winning Presentation"

In today's competitive business arena, effective communication skills are a must! Professionals must be able to concisely and clearly express their thoughts to diverse audiences in a variety of different ways.

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SKILLS FOR A **WINNING** PRESENTATION.

Session Four will help you create and articulate a clear and concise message when making a presentation. You will learn how to respond to questions in an effective and logical manner and create and use compelling visual aids. In short, you will gain the skills required to deliver a winning presentation.

If your job includes giving reports, briefings or staff updates, communicating with the media or presenting to groups of any size, then be sure to attend Effective Presentation Skills. You will receive detailed one-on-one coaching, practical practice reminders, high-energy audience interaction and proven contemporary theory and application.

**AFTER COMPLETING THIS
SESSION, YOU'LL BE ABLE TO**



**ENGAGE YOUR AUDIENCE
WITH CONFIDENCE**

**BUILD RAPPORT AND
THINK ON YOUR FEET**

**CONDUCT EFFECTIVE QUESTION
AND ANSWER SESSIONS**

**CONVERT NERVOUSNESS
INTO POSITIVE ENERGY**



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Move beyond what you thought you could achieve, and let **SMACNA Greater Chicago's Leading Through Change** workshops help you become a leader in your organization!



1415 West 22nd Street, Suite 1200, Oak Brook, IL 60523-8433
Call: 708-544-7007 | Email: Laurie@SMACNAGreaterChicago.org

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