



### TALENT ACADEMY OBJECTIVES

- Create greater leader self-awareness so that leaders have a roadmap for behavioral success.
- Adapt natural leadership tendencies to better lead, motivate, direct, and develop direct reports.
- Communicate more effectively and provide feedback for greater impact and action in others.
- Coach to proactively boost the productivity of performers and build competence in those that may be falling short.
- Deal with conflict by having employees take ownership of their conflict and providing support for overcoming conflict.
- Engage and retain talent by identifying what matters most to each and then responding appropriately.
- Drive change by identifying those that are resisting and tailoring an approach to gain their buy in.
- Diagnose the root causes of team conflict and non-collaboration. Apply concepts learned in a capstone case study.

Delivered one half-day (8:30 AM to 12:30 PM Pacific) every week comprising 8 total sessions.

## 2022-23 Program Enrollment Fee & Details

**\$950 per registrant**  
1 or 2 registrants (not state subsidized)

**Save 10% when registering 3 or more**  
in one cohort (non-subsidized registrations only)

**\$275 per registrant (state subsidized)\***

### Registration Details

Facilitation via **Zoom**. Trainees need to be in a private space **with (1) their own computer, (2) webcam on and (3) connected audio** (phone or computer). Binders with materials, planners, resources will be sent via USPS one week before program starts.

\* **State Subsidized:** Pre-authorized to use Talent Authority's CA state funding. Contact Training@TheTalentAuthority.com for details. Due to limited funding, individuals will be registered, but not confirmed until 30 days prior to start date. Once materials are sent, employers will be invoiced for missed sessions / ineligible trainees at \$100 per session. \$275 enrollment fee, once invoiced, is non-refundable. Trainees must earn at least \$19.12 or more per hour (see registration form).

Register At:

[www.TalentAcademyForLeaders.com](http://www.TalentAcademyForLeaders.com)

## 2022-23 Virtual Cohort Dates | 8:30a-12:30p (Pacific)

Competencies Developed	2022: Tues	2023: Wed	2023: Thu	2023: Wed	2023: Tue
1 Leading   Behaviors	Oct 4	Jan 25	Mar 23	May 17	July 11
2 Everything DiSC Style	Oct 11	Feb 1	Mar 30	May 24	July 18
3 Communications	Oct 18	Feb 8	Apr 6	May 31	July 25
4 Coaching	Oct 25	Feb 15	Apr 13	June 7	Aug 1
5 Conflict	Nov 1	Feb 22	Apr 20	June 14	Aug 8
6 Engagement   Retention	Nov 8	Mar 1	Apr 27	June 21	Aug 15
7 Change	Nov 15	Mar 8	May 4	June 28	Aug 22
8 Teamwork	Nov 22	Mar 15	May 11	July 5	Aug 29

*Additional 2023 cohorts begin September 6 (Wednesdays) and October 31 (Tuesdays)*

*Please contact us to register, more information or to **create your own Academy with these or custom topics.***

### Week

#### 1 **Leading | Behaviors.**

Leaders should inspire, motivate and empower those around them. This can be very challenging for virtual teams or leaders that are leading remotely. The best leaders must have a "Leadership Mindset" and possess self-awareness and skills to manage and perpetuate an environment where people are encouraged to take initiative and assume greater responsibilities. This course helps leaders get aligned with the values of great leaders and to get started with the behaviors that reflect those values.

#### 2 **Everything DiSC Style.**

Leaders must successfully engage, motivate, and develop their people, but how? Leaders take the DiSC assessment and are then given the tools to discover their personal management style and, most importantly, to receive insight into directing, delegating, and motivating others. In turn, they will implement strategies to support long-term development. For those clients that utilize Predictive Index (PI), tools and content will be covered utilizing this tool.

#### 3 **Communications.**

Do more and be more. Leaders hear this within their organization; however, are not given tools to make this happen. The foundational tool is a set of strong interpersonal skills giving leaders the ability to inspire action in others. Leaders who possess these tools, can better accomplish goals by mobilizing and engaging organizational talent. In this course, leaders the best practices in how to establish rapport, build trust, include others, foster accountability, and motivate talent. They also learn the fundamentals of providing feedback and documenting conversations to ensure tasks are successfully completed.

#### 4 **Coaching.**

Organizations can no longer settle for just decent coaching from their leaders. In today's fast paced workplace, leaders must possess the ability to quickly assess business priorities, the capabilities of internal talent, and expertly navigate the coaching necessary to build successful teams. Leaders must inherently know when to optimize each coaching opportunity because the excuse of not having time is no longer acceptable. Leaders must recognize both high and under-performing individual contributors; and have the skills to coach for improvement. Here, leaders learn four critical coaching techniques that will assist them in challenging situations and conversations. Guidance is provided to leaders on how to ask those effective and insightful questions, how to increase employee engagement, and how to acknowledge and/or demonstrate appreciation.

#### 5 **Conflict.**

Leaders learn how to recognize the early signs of destructive conflict and how to de-escalate situations by taking appropriate and timely action to minimize damage amongst team members. In this course, leaders build onto the communication and coaching skills learned by focusing on resolutions tactics that resolve conflict before it impacts performance, profitability, or productivity.

#### 6 **Engagement | Retention.**

Without question employee engagement is the primary driver behind successful business strategy execution. Research has proven that satisfied and motivated employees equate to higher organizational performance. No one directly affects engagement more than the employee's immediate leader. These leaders set the tone for engagement and retention so everyday actions matter. The cost of a disengaged employee is extraordinarily high since those disengaged impact those that are engaged. Leaders learn how to conduct insightful discussions that help them better understand what drives a team member's engagement and ultimately, how to use that information to proactively engage and retain their team members.

#### 7 **Change.**

Most workplace change initiatives are not successful. For a change initiative to be successful, organizations need leaders who can turn resistance into support and inspire team members to take ownership. With change, it's not necessarily about "the what", but "the how." Leaders in this course learn the skills needed to get direct reports on-board more quickly with the change process, from implementation within the team to creating an agile business environment where people are more receptive to change and more committed to its success.

#### 8 **Teamwork.**

A leader's misdiagnosis of the root causes of non-collaboration by team members or team conflict may lead to more-strained working dynamics and poor performances within the team. Leaders must consider the capabilities, styles, and motivators of individuals, and the teams' overall ability to work together. Often, there are more systemic conditions that undermine a team's cohesiveness, collaboration, or ability to achieve goals. An emphasis is placed on leaders and how they can focus their energy to drive their teams to build the infrastructure that enables and encourages maximum performance. In this final Talent Academy course, groups present major lessons learned from each module, the impact of the skills on themselves and their organizations, and how they will continue to apply the skills learned.



# State-Funded Talent Academy Registration Form

Use and submit this form or complete the form online at [www.TalentAcademyForLeaders.com](http://www.TalentAcademyForLeaders.com)

**Complete one registration form for each STATE-SUBSIDIZED registrant.** Since this is a state-funded program, which is based on performance (training, employment, and wage), the state will verify employment and wage via EDD records based on the CEAN/EDD number that has been approved by Talent Authority. As such SSN, wage information, and all other **information listed below is required.** **Type, Save/Print, Sign/E-sign, and return this form to [training@TheTalentAuthority.com](mailto:training@TheTalentAuthority.com).**

Leadership Academy Location		Academy Start Date	
Employer Name			
Registrant SSN (999-99-9999)			
LAST Name			
FIRST Name		Middle Initial	
Attendee Email			
Address to mail materials binder			
Job Title			
<b>Ethnicity Numeric Code</b> Asian (5)      Native American (4) Black (2)      Pacific Islander (6) Filipino (7)    White (1) Hispanic (3)    Other (8)		<b>Education Numeric Code</b> Eighth Grade or Less (1) Some High School (7) High School Graduate (2) GED (3) Some College (4) College Graduate (5) Post-College Graduate (6) Do Not Know (2)	
Gender M, F, or N (non-binary)		Veteran Y, N, or U (unknown)	
Disabled Y, N, or U (unknown)		Trainee Home Zip Code (5 digits)	
<b>Birth Numeric Code</b> Less than 25 (1)      45 to 54 (4) 25 to 34 (2)          55 to 64 (5) 35 to 44 (3)          65 or more (6)		Hire Date	
		<b>Hourly Wage</b> (yearly salary divide by 2080 work hours) (if healthcare is needed to meet wage requirement, enter that amount too)	

## Terms of Registration

### The trainee listed above must:

- Be employed full-time (35+ hours per week) during training and 90-days after training.
- Complete all published sessions of the Leadership Academy in which they are registered (no make-ups or transfers permitted). Missed sessions will be invoiced at \$100 per trainee per missed session.
- Earn an hourly wage of **at least** \$19.05 for Los Angeles, \$18.39 for Orange, \$20.00 for Bay Area counties, \$18.34 for San Diego, Sacramento, and all other CA counties. **The maximum wage for this program is \$85.** Up to \$2.50 of employer-paid health benefits may be included to meet the hourly wage requirement and if trainee wage is below, please indicate the healthcare amount above. CA residents on payroll only. VP-level and above positions are not eligible for state funding.

The enrollment and materials fee per registrant is \$250, which is not state-fundable. A credit card form will be provided. The State will reimburse Talent Authority for only those hours attended for trainees that meet terms above. There are no refunds on any amount paid by employer. Attendee substitutions are permitted but may only be processed before materials are sent. Any invoices must be paid within 30 days. Make-ups and transfers are not available under the terms of this registration.

**This Agreement, Registration and Registration Fees/Rebate are Authorized on behalf of Employer by:**

Signature	
Name* & Title	
Email	
Phone	
Company Name	

**Return** to [training@TheTalentAuthority.com](mailto:training@TheTalentAuthority.com)



**CREDIT CARD PAYMENT | GUARANTEE**

- Visa
- MasterCard
- American Express
- Invoice Me.

**Amount to Charge Now :** \$ \_\_\_\_\_ (enrollment fees: \$275, \$950 or \$855 / registrant)

**Amount to Charge Per Missed Session: \$100** (state subsidized registrations only)

<b>Credit Card Number</b>		<b>Authorized Signature</b>	<b>Date</b>
<b>Billing Address</b>		<b>City</b>	<b>ZIP</b>
<b>Expiration Date</b>	<b>CVV Code</b>	<b>Name on Card (PRINT)</b>	

Thank you for your TALENT DEVELOPMENT order. Should you have any questions regarding this order or require an The Talent Authority W9, please contact us at [training@TheTalentAuthority.com](mailto:training@TheTalentAuthority.com) or call 833-PEOPLE1 (833-736-7531).

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