

ARUDIA LEADERSHIP & MANAGEMENT ACADEMY

Arudia
STEP INTO POWER



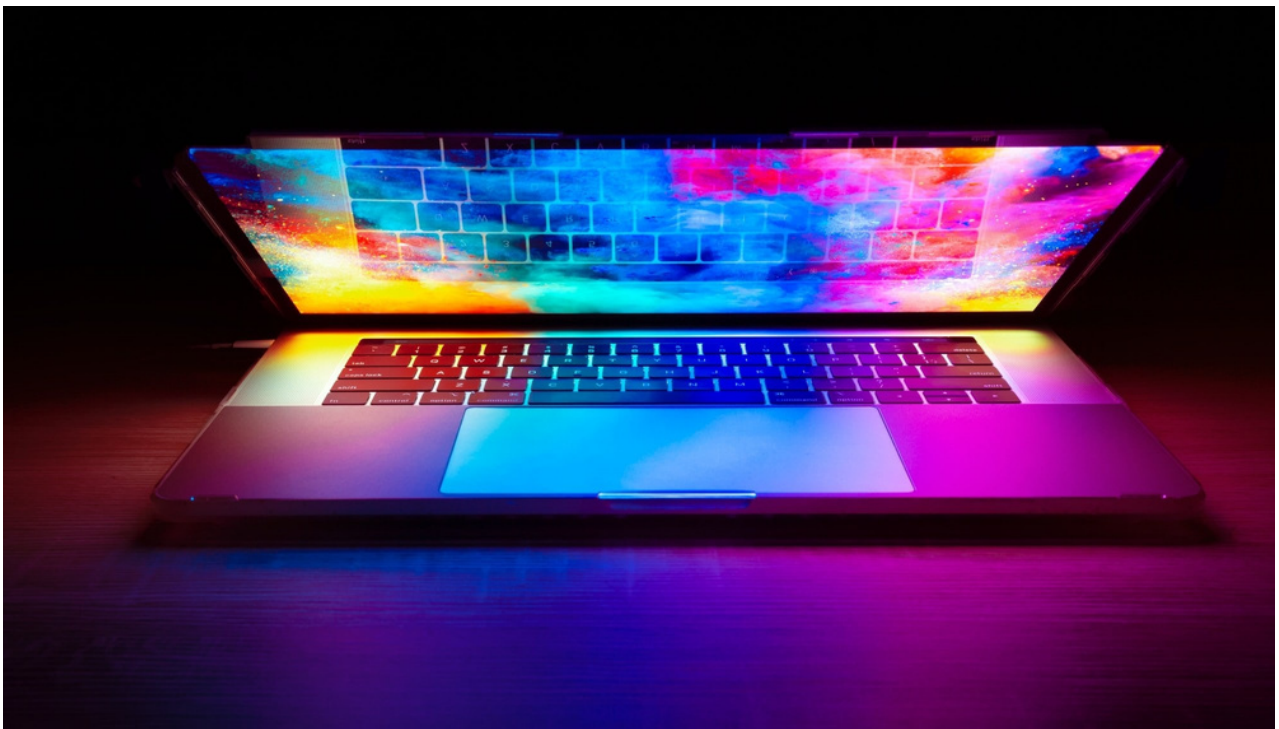
Arudia Leadership & Management Academy Overview

The Arudia Leadership & Management Academy (the "ALMA") is a year-long program that upgrades our clients' ability to lead, manage, and collaborate. People can enroll individually, with their team, or organizations can enroll groups of executives, managers, and high-potential staff. Everyone from CEOs to staff without any managerial responsibility value their participation in the ALMA.

We provide content that results in people being better equipped to lead, manage, and deal with the challenges and stressors of the job while building skills. Participants benefit from amplifying their resilience, objectivity, and awareness of self and others as they learn actionable approaches to people problems.

We have delivered the ALMA content for over a decade and know it works.

The inception of this ALMA format was in mid-2019 when we realized that we could make our programming more accessible to safety net organizations by adopting a cost-sharing model. The recent need to deliver all training virtually resulted in opportunities to provide training even more affordably.



The ALMA Breakdown

Whose it for?

- Individuals
- Teams
- Organizations



What is it?

One Month of Core
Training Sessions in
Leadership &
Managerial
Excellence



Ten Months
of Power
Skills Training

Customize Your Learning Experience

Option 1

Sign Up For a Single Core Training Segment

- **Lead, Manage, and Collaborate with Style & Coach Like A CEO**
(October 10th, 1:00pm – 4:30pm ET)
- **Upgrade Your Personal Operating System**
(October 17th, 1:00pm – 4:30pm ET)
- **C-Suite Communication Skills for Everyone**
(October 24th, 1:00pm – 4:30pm ET)

Option 2

Sign up for the entire Arudia Leadership & Management Academy!

Core Training Segments

- **Lead, Manage, and Collaborate with Style**
- **Coach Like A CEO**
- **Upgrade Your Personal Operating System**
- **C-Suite Communication Skills for Everyone**

Power Skills Training

- **Monthly Live Webinars**
- **Deepen Leadership Skills with Online Courses**
- **Accelerate Your Leadership Skills**
- **Companion Webinars to Develop Your Team**

Discounts are available for Safety Net Organizations

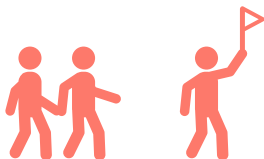





The ALMA consists of two segments:

- **Core Training in Leadership & Managerial Excellence:** 10.5 hours of interactive training and development delivered in 1.5-hour sessions over seven weeks. Each participant takes the Kirton Adaption-Innovation Inventory and the free short-form version of the Actualized Leader Profile (www.alpfree.com/arudia/) (upgrade to the full version is available) and receives a hard copy of Arudia's own *The Workplace Toolkit: Actionable Approaches to People Problems*. (See Page 5 for individual session descriptions.)
- **10 Months of Power Skills Training:** After participants complete the Core Training, they have access to a wide range of programming and other resources. The resources hone self-awareness, skills, and capacity to address challenges. The continuity of programming ensures that the training sticks and that participants develop higher-level skills. We deliver Power Skills Training (see pages 6–7) in the following formats:
 - **30-Minute Monthly Live Webinars:** Reinforces the Core Training, delivered at multiple times each month, and recorded for easy access (see pages 8–9);
 - **Accelerated Programming:** Live webinars designed to build new skills and team taught with experts in their respective fields. Examples of topics include human resources, budgeting, and running a program.
 - **Online Courses:** Self-paced on-demand programming to deepen mastery of The Arudia Win-Win Conversation Model and The Arudia Coaching Model.
 - **Companion Webinars:** Short recorded webinars with a Facilitation Guide and Team Member Guide for managers to develop their own team

We also support our clients with **portal access** to all of these resources and more. Please refer to pages 6 – 7 for more information about how our programming supports the development of specific skills.

ALMA Core Training in Leadership & Managerial Excellence

Session	Program Description
Sessions 1  	<p>Lead, Manage, and Collaborate with Style</p> <p>Have you ever wondered why a colleague, friend, or family member seems to approach life so differently? Learn about different problem-solving styles and what these differences mean for leadership, management, and collaboration. You'll take the Kirton Adaption-Innovation Inventory (the "KAI"), learn where you fall on the Adaption-Innovation Continuum and what that means for meetings, solving problems, and leading and managing 360 degrees.</p> <p>Coach Like A CEO</p> <p>Amp up your capacity to lead, manage, and collaborate by utilizing the five-step Arudia Coaching Model. Coaching is a process that harnesses the power of thought-provoking questions to support colleagues in amplifying their creativity as they generate solutions. People who use coaching skills get better results because they more effectively engage with each other, nurturing a collaborative, trusting environment.</p>
Session 2 	<p>Upgrade Your Personal Operating System</p> <p>Today's challenges require you to be a better, more adaptive, and more resilient leader, manager, and team member. Upgrade your personal operating system not by working harder, but by transforming the way you think. Harness the kind of objectivity that makes you an island of calm in the tsunami of fear and doubt. Inspire loyalty and commitment. Learn your leadership style and what it means for operating under stress, and your impact on team and organizational culture. Check out the free assessment for a preview of your leadership style. (www.alpfree.com/arudia/)</p>
Session 3 	<p>C-Suite Communication Skills for Everyone</p> <p>Uplevel your capacity to solve problems collaboratively, creatively, and with greater engagement and buy-in using The Arudia Win-Win Conversation Model. Transform potentially difficult conversations into opportunities to solve problems, grow professionally, and reinforce trust. Win-Win skills include neutral language, resonant listening, reducing defensiveness, and techniques for encouraging clear, results-focused communication.</p>

How Our Program Develops Power Skills

Power Skills	ALMA Programming
1. Capacity for Creativity and Critical Thinking <ul style="list-style-type: none"> • Complex problem solving • Cognitive flexibility • Harnessing cognitive diversity 	<ul style="list-style-type: none"> • Core Training: Lead, Manage, and Collaborate with Style • Monthly Webinars • Accelerated Webinars: Strategic Planning
2. Change Management <ul style="list-style-type: none"> • Willingness to be flexible, agile, and adaptable to change • Deliberate approach and process 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • Monthly Webinars on Change and Coaching Skills
3. Strategic Thinking <ul style="list-style-type: none"> • Identifying goals • Planning • Diverge and converge process 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • C-Suite Communication Skills for Everyone • Coach Like a CEO • Accelerated Webinars, including Strategic Planning
4. Leadership Skills <ul style="list-style-type: none"> • Creating new possibilities • Dealing with uncertainty • Fostering buy-in • Listening skills • Integrity • Coaching 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • C-Suite Communication Skills for Everyone • Monthly Webinars • Accelerated Webinars • On-Demand Courses • Additional materials
5. People management <ul style="list-style-type: none"> • Accountability • Feedback • Transforming difficult conversations into opportunities • Coaching 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • C-Suite Communication Skills for Everyone • Monthly Webinars
6. Emotional Intelligence <ul style="list-style-type: none"> • Self-awareness • Awareness of others • Empathy and understanding • Authentic listening • Communication <ul style="list-style-type: none"> • Self-management • Service orientation • Professionalism 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • C-Suite Communication Skills for Everyone • Monthly Webinars • Accelerated Webinars

How Our Program Develops Power Skills Cont'd

Power Skills	ALMA Programming
7. Team Intelligence <ul style="list-style-type: none"> • Ability to work effectively in team environments • Integrity • Coaching • Collaborating • Understanding others' needs • Culture • Cognitive diversity • Communication 	<ul style="list-style-type: none"> • Core Training EP <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • C-Suite Communication Skills for Everyone • Monthly Webinars • Accelerated Webinars
8. Resilience <ul style="list-style-type: none"> • Confidence • Managing stress • Maintaining judgment 	<ul style="list-style-type: none"> • Core Training: Upgrade Your Personal Operating System • Monthly Webinars
9. Daily Management Skills <ul style="list-style-type: none"> • High performance • Time management/prioritization • Juggling work • Using systems • Project management 	<ul style="list-style-type: none"> • Core Training <ul style="list-style-type: none"> • Lead, Manage, and Collaborate with Style • Upgrade Your Personal Operating System • Coach Like a CEO • C-Suite Communication Skills for Everyone • Monthly Webinars • Accelerated Webinars
10. Business Acumen <ul style="list-style-type: none"> • Finance, budgeting and accounting • Human resources • Executive presentation • Executive presence/confidence • Communication in business context, including written skills • Running a program • Ethics and integrity 	<ul style="list-style-type: none"> • Accelerated Webinars

Recent Monthly Webinars

1. Stress and Strategies Webinar Recording

The purpose of this webinar is to support you in identifying stressors and strategies for dealing with those stressors before they take hold.

2. Overcome Obstacles to Giving Constructive Feedback

The purpose of this webinar is to improve your ability to give productive feedback.

3. Fear of Failure: Coaching Into the Light

The purpose of this webinar is to amplify your ability to coach staff out of the Fear of Failure Shadow.

4. Fear of Rejection: Coaching Into the Light

The purpose of this webinar is to amplify your ability to coach staff out of the Fear of Rejection Shadow.

5. Fear of Betrayal: Coaching Into the Light

The purpose of this webinar is to amplify your ability to coach staff out of the Fear of Betrayal Shadow.

6. Manage Staff Through Change

The purpose of this webinar is help you support colleagues in dealing with the challenge of change.

7. Coach Colleagues From Indecision Into Action

The purpose of this webinar is help you to coach colleagues from indecision into action.

8. The Nine Attributes: Practical Pathways to Self-Actualization

The purpose of this webinar is support you in tapping into your Nine Attributes to become more self-actualized, resilient, confident, high-performing, and renewed.

9. Upgrade Your Culture

The purpose of this webinar is to provide the insight and tools necessary to improve your team and organization's culture.

10. Compartmentalize Your Stress to Optimize Success

The purpose of this webinar is to provide the insight and tools to improve your capacity to compartmentalize your stress so that you are able to focus and optimize your success on all fronts.

Recent Monthly Webinars Cont'd

11. Shadow Interplay: Mitigate the Mix of Shadows

The purpose of this webinar is to improve your capacity to successfully mitigate the shadow-triggering effects of other's shadow. You will also learn to recognize and reduce the amplification of stress caused by your own tensions between shadows.

12. Take The No-Worry Challenge

The purpose of this webinar is to improve your capacity to enjoy your work and personal life by learning how deal with worry. You will also learn how to coach staff from worry to action.

13. Setting Powerful Goals for Your Team

The purpose of this webinar is to kick off the New Year with some goal setting for you and your team members. As always, we'll provide guidance on how to productively address shadows – yours and theirs.

14. Create a Culture of Performance with Better Systems

The purpose of this webinar is to support you in creating systems that improve your team's performance. You know team members are committed to results. Yet sometimes workability and performance aren't quite where you want it. You will learn techniques for improving workability and performance as you avoid triggering other's and your own shadows.

15. Say What You Mean, In Writing

The purpose of this webinar is to provide techniques for communicating exactly what you intend in writing, clearly and drama-free so that colleagues focus on the message.

