

Series Name	Course Name	Description
Leadership Everywhere for Everyone Foundation Series	Trust: The Foundation of Leadership	When you study teams that have high employee satisfaction and are high performing, there is normally high trust. Learn more about how to create stronger relationships by learning how to build, earn and give trust. You will leave with strategies that you can apply immediately to more effectively connect with others.
Leadership Everywhere for Everyone Foundation Series	Servant Leadership-Service and Support of Others	Discover how to develop high functioning teams that focus on serving and supporting others internally first in order to best serve our constituents. When we have a culture of collaboration and expand our thinking we will become more valuable in everything we do. This kind of thinking is the best utilization of all of our resources.
Leadership Everywhere for Everyone Foundation Series	Listening to Increase Influence	Are you aiming to increase your influence with people? It is essential you have the skills to be a better listener. One of the quickest ways to build relationships and to increase respect is to be a good listener. Listening can be one of the most important parts of effective communication.
Leadership Everywhere for Everyone Foundation Series	The Rewards of a Transparent Workplace	Being open and transparent in the workplace is a paradigm shift—a shift from a sign of weakness to a sign of strength.
Leadership Everywhere for Everyone Foundation Series	The Art of Connecting	Learn how developing a transparent mindset and following it up with action enhances trust, efficiency, quality, and connection with management, coworkers and citizens.
Leadership Everywhere for Everyone Foundation Series	Working at a Distance	Working remotely has many benefits and can help streamline costs for the company as well as the customer. But are you missing out on that face-to-face interaction with your colleagues? Learn how to be an effective team member while working long distance.

Leadership Everywhere for Everyone Foundation Series	Healthy Productive Conflict	Conflict is inevitable. The question is “Will it be healthy conflict?” What is ‘healthy productive conflict’? Why is it important? Learn ways to engage in conflict that bring great results.
Leadership Everywhere for Everyone Foundation Series	Navigating Change	Change can be difficult; often because we usually believe that we will lose something we value in exchange for the unknown. Learn how to shift both your thoughts and actions to embrace change and successfully navigate uncharted waters.
Leadership Everywhere for Everyone Foundation Series	The Art of Teamwork	What is the makeup of a great team? What are the core issues facing every team? Learn the art of teamwork to become a highly productive and collaborative team member.
Leadership Everywhere for Everyone Foundation Series	Time Management	Do you feel like you are constantly juggling your time and your to do list? Organize your schedule in such a way that sets you up for success every day. Good time management practices promotes working smarter, increasing productivity and gets you closer to your desired results.
Leadership Everywhere for Everyone Foundation Series	Business Process Training Foundation (Reinvention)	Looking critically at the way you accomplish your work can improve efficiency, reduce costs, make work more enjoyable and ultimately provide better service to citizens. In this class you will build new and enhance existing skills in process improvement and build a common language and viewpoint around process improvement for all state team members.

Completion of all eleven Leadership Everywhere for Everyone courses (above) =Earn Leadership Everywhere Foundation Certificate

Leadership Everywhere for Managers Foundation Series	Leading from a Distance	Do you have team members spread across multiple locations? Have you found distance to be challenging to lead your team? To lead teams at a distance, effective leaders know it takes a new awareness and greater intentionality, but the rewards are more productive teams, higher recruitment, retention and engagement.
Leadership Everywhere for Managers Foundation Series	Bringing Out Your Team's Best	In a diverse workforce that demands high productivity and fast response, what if you were able to make minor adjustments in your team responsibilities that brings out their very best results? It is possible to increase team satisfaction, engagement, and retention with a shift in your focus and intentionality in your approach. Come learn techniques to lead each team member in a way that helps them operate at their best. Managers manage everyone the same, but leaders lead everyone differently.
Leadership Everywhere for Managers Foundation Series	Active Listening	Do you listen with the intention to hear or do you internally form your next response while your team member is speaking to you? It's the leaders who listen effectively that understand the needs of their team members and constituents and in doing so, lead teams that are developing and making high impact. To be an effective leaders, we must remove barriers to hearing the person in front of us and demonstrate that we have fully heard them.
Leadership Everywhere for Managers Foundation Series	Effective Leaders Build Trust	Managers, do you want to take your leadership to a higher level and be more effective? This course will take you deeper in applying trust principles. Learn the importance of your role in growth strategies for team members. Come prepared to put together an action plan to build strong relationships in key areas as a leader.

Leadership Everywhere for Managers Foundation Series	How To Manage Your Workload When Everything is Important	Do you feel like you are constantly juggling your time and your “to do” list? Effective leaders understand the skill of planning, prioritizing and executing on goals. They understand the difference between urgent and important and help their team members do the same. These leaders are the people who seem to get much more done even though they have the same 24 hours as everyone else.
Leadership Everywhere for Managers Foundation Series	Leading Through Change	What is the biggest key to navigating change? It’s leadership at all levels that understand the cultural importance of establishing the big picture with purpose and the steps to get there with buy-in. Companies that prioritize culture, especially when leading through change, typically outperform their competitors in areas such as consistent growth, improved speed and efficiency, employee engagement and retention, customer satisfaction, and profitability. Learn new ways to be a trusted leader that is transparent, connects with others, and has the skills to navigate through change.
Leadership Everywhere for Managers Foundation Series	Team Development	The best leaders are adept at building high performing teams. But how do you do that with all of the other demands in your day? Join this course to learn best practices in helping your team members to develop and produce the highest impact they can.
Leadership Everywhere for Managers Foundation Series	Candid Conversations	It can be difficult to speak candidly with your team for fear your conversation will come across as negative or difficult. However, not addressing important issues can negatively affect your team’s performance and morale. Learn the art of having candid conversations for positive outcomes.

Leadership Everywhere for Managers Foundation Series	How Delegation Develops Your Team	Do you find yourself feeling overloaded or stressed? Are you sometimes a bottleneck to your team getting work done? How do you know what you should keep to complete yourself and what should be delegated? Maybe it is time to learn the empowering art of delegation. It will not only help you to be more effective, but will also help to develop the skills of your team members.
Leadership Everywhere for Managers Foundation Series	Business Process Training Foundation for Managers (Reinvention)	Looking critically at the way your team accomplishes its work can improve efficiency, reduce costs, lower team stress and conflict and ultimately provide better service to citizens. In this class you will build new and enhance existing skills in process improvement and build a common language and viewpoint around process improvement for all state team members. People managers will also understand how to measure value through process improvement to demonstrate progress and success.
Completion of all ten Leadership Everywhere for Manager courses (above) =Earn Leadership Everywhere for Managers Foundation Certificate		