

*Sophia Associates, Inc. is pleased to announce our 2007 workshop series and facilitation services. These workshops are sponsored workshops for affinity or corporate groups. Below, you will find detailed information on the following workshops:*

- **Leadership**
  - **Leadership for Youth: Ethics, Character and Potential (special presentation)**
  - Developing the Emerging Leader
  - Cultivating the Future CEO - *Leadership Development for Women*
  - Alice Through the Looking Glass - *Women Breaking the Glass Ceiling*
  - Essential Negotiation Skills for Women
  - Shifting from Breakdown to Breakthrough
  - What is Leadership Presence?
  - Every Day Leadership
  - Discovering Spirit at Work
  - Coaching Skills for the New Manager
  - Managing for Success - *Behaviors and Values Revealed*
  
- **Diversity, Gender, and Generations**
  - Generations at Work
  - Bridging the Generation Gap in the Workplace for Generation Y
  - Diversity as Perspective
  
- **Creativity and Innovation**
  - Through the Looking Glass: *Lessons on Creativity*
  - Radical Innovation
  - Improv: Serious Fun for Business Results!
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- **Communications**
  - Communicating for Understanding
  - Essential Communication Skills for Women
  - Temperament – The Four Elements
  
- **Facing Challenges at Work or In Life**
  - What if the Wall is Really an Elephant?
  - From Inertia-to-Action-to-Results
  - The Road You Travel - *Mapping Your Personal Career Plan*
  - Stress and the Mind-Body-Spirit Connection
  - Building Resiliency in Times of Rapid Change
  
- **For Entrepreneurs**
  - On-Going Group Coaching for Entrepreneurs
  
- **For Coaches: Mentoring and Practice Development**
  - Your Coaching DNA - *A Workshop on Coaching from "Who You Are" to Achieve a Full Practice*
  - Coaching the Highly Creative Client

## Sophia Associates, Inc. Workshops

Our workshops are highly interactive, combining learning that can immediately be applied, along with an infusion of humor and experiential practices. Our goal is for participants to leave with useful information while spending *enjoyable* and *thought-provoking* time learning. Our facilitators are business people, coaches and consultants with years of experience and well-versed in presentations and teaching.

*Many workshops can be tailored to a one-hour introductory presentation.*

Many workshops contain take-away materials that can be shared with peers and others. Leadership- and skills-building workshops *may be combined* with coaching customized to the needs of the individual or group.

*All workshops may be customized. Please call us if you do not see your desired topic listed here.*

## LEADERSHIP

### EDUCATION, LEADERSHIP AND YOUTH: Leadership for Youth – Ethics, Character and Potential

Considering that today's youth are tomorrow's leaders, Gerard Connolly, educator, writer and scholar discusses the influences of ethics and character on the development of future leaders. This presentation may be delivered to high-school age students, educators, educational associations or academic administrators. [Format depends on the group.]

#### Developing the Emerging Leader

This is a workshop for human resource professionals and senior executives who are involved in succession planning and development programs for high-potential managers and executives. In this workshop, we explore trends in demographics, culture, and business that impact the future and the preparedness of the organization to meet future challenges and opportunities. This workshop develops a high awareness of *what* will be required--and *why*--in order to develop talent now. [Customized format.]

#### Cultivating the Future CEO - Leadership Development for Women

Focusing specifically on gender issues, this workshop outlines obstacles, personal values, and business initiatives to develop women for leadership. This program is appropriate for female executives, business leaders, and human resource professionals. [Formats can include an introductory presentation of one hour or a half-day workshop format.]

#### Alice Through the Looking Glass - Women Breaking the Glass Ceiling

This presentation includes essential skills (negotiations, communications, leadership presence and more) for female executives who wish to develop skills for success at the executive, senior executive, and C-level. An introductory presentation can be made in a two-hour format; a half or full-day format is also available for those committed to leadership development and who wish to learn needed skills and strategies for advancement or honing of leadership skills. [Additional on-going coaching is recommended.]

#### Essential Negotiation Skills for Women

This program focuses on effective negotiation techniques for women. Included in the program are: creating value, articulating desired outcomes, leveraging opportunity, negotiating from power, non-attachment placement, and more. This 2-hour program may be combined with *Essential Communication Skills for Women*. [Additional coaching in group or individual format is encouraged.]

## **Shifting from Breakdown to Breakthrough**

Everyone has their preferred mode for handling (or not handling) conflict. Using the Thomas-Kilman assessment as a basis for understanding conflict management, this workshop evaluates preferred methods and offers alternative behaviors for more effective and situational management of conflict. This program is offered in a half-day format with the assessment being completed before the workshop. Participants will leave with a better understanding of *how* and *why* they handle conflict in a particular manner and will learn new techniques that can be immediately applied. [This is a useful inclusion in an executive group coaching program, as well.]

## **What is Leadership Presence?**

This two-hour program delves into the qualities and traits of an effective and inspirational leader. A highly interactive format encourages deep inquiry into the meaning of leadership and both the subtle and overt cues that indicate high levels of leadership. Inquiry includes issues of integrity, communications, emotional intelligence and execution. [This program may also serve as a foundation for an individual or leadership group coaching program.]

## **EveryDay Leadership**

At Sophia Associates, we believe that everyone has the potential for developing their innate leadership style and approach. This highly interactive program discusses how each individual can tap into their "inner-leader". Participants leave with a better understanding of how they can take more leadership of their lives or work, regardless of their position. Videos of popular films are used to demonstrate concepts and to initiate group discussions. Live real-time coaching is included. [Format depends on the size of the group.]

## **Discovering Spirit at Work**

Peter Block defines spirituality in Servant Leadership as, "The process of living out a set of deeply held personal values, of honoring forces or a presence greater than ourselves. It expresses our desire to find meaning in, and to treat as an offering, what we do." In current times, where issues of integrity and ethics are at the forefront, aligning individual and organizational values and working from a place of meaning creates environments of honest communication and high commitment and performance. *Spirituality* is no longer only a personal issue, it is a *Leadership* issue. [This one-hour presentation is ideal for executive and leadership groups who are willing to engage in a thought-provoking conversation of substance which may influence how they perceive themselves as leaders.]

## **Coaching Skills for the New Manager**

Typically individuals are moved into manager or executive positions with a "sink or swim" mandate. This program supports coaching and relational skills for new managers and uncovers the silent issues inherent in moving from peer to manager. [A half-day format or full-day format is recommended with individual on-going coaching encouraged for sustainable results and on-going development and practice.]

## **Managing for Success - Behaviors and Values Revealed**

Using the DISC assessments--Managing for Success and Personal Interests, Attitudes and Values--this program looks at individual behaviors and values within the context of a team or group working together most effectively. Successful behaviors are highlighted, as are gaps and development opportunities. Understanding each individual's working and communication style will enhance group performance and diminish potential conflicts. The assessments are taken on-line before the workshop, with some fieldwork assigned. [Format depends on the size of the group.]

# **DIVERSITY, GENDER, AND GENERATIONS**

## **Generations at Work**

Based on Ron Zemke's book by the same name, participants become familiar with the four generational cohorts in the workplace, their values, and ways of effectively working together. Depending on the needs of the client, this workshop will focus on communications, culture, or language--as well as how to create more understanding between generations, tips on better management of employees, and human resource trends, driven by generational demographics. [This format generally runs between one-and-a-half to two hours, depending on the focus, discussion and interaction desired and attendance.]

### **Bridging the Generation Gap in the Workplace for Generation Y (for *Millennials*)**

Specifically designed for presentation to a group of Generation Y (20-something year olds), this presentation incorporates fun activities, high interaction, and useful tips for the young participant to consider as they enter the workforce. Participants learn about other generations, their values, and how to work together. They will distinguish their own generation's qualities and traits with a view to their generations' influence on the future. [Working with a two-hour format is ideal for a group of interns, new employees, or upcoming or recent college graduates.]

### **Diversity as Perspective**

Diversity is viewed as "a way of thinking" or "a perspective," which is formed by race, religion, age, generations, and other influences. Using an amusing, but poignant, video as an initiator for discussion, (*Peacock in the Land of Penguins*), we look at the effect of exclusion on organizations compared to the mutual opportunities created by embracing multiple perspectives. [A two-hour format works best.]

## **CREATIVITY AND INNOVATION**

### **Through The Looking Glass: *Lessons on Creativity***

In today's fast-paced environment, adaptability and innovation are keys to success. This playful, but informative, two-hour presentation examines the beliefs we hold about creativity, and trains the participant to see both data and dance in their work. Using the metaphor of Alice In Wonderland's *journey through the looking glass*, the group will uncover their own creative style and will learn what they can do to spark imagination, creativity, and innovation in their work or life. Since no one is inherently non-creative, this is a wonderful workshop for business groups, organizations, and corporations wanting to light a creative fire, boost morale, or spark innovation in product development, problem-solving, or customer service.

### **Radical Innovation**

Innovation is the key to thriving in a fast paced, global and competitive environment. Learn what contributes to an atmosphere conducive to innovation, what can kill a great idea and how to lead teams through the risk and fear that can come from inventing the future. Multi-media, lecture and group exercises drive the point home.

### **Improv: Serious Fun for Business Results!**

Improv teaches us to pay attention while playing, to build upon the ideas of others and to learn how to take turns while including everyone. It reminds us to let down self-imposed barriers or the need to be in control. It teaches us to be "light on our feet" and thinking. To build teams, Improv helps us embrace risks in a trusting and playful atmosphere while expanding the imagination. You can learn ways to find creative solutions that work for everyone!

## **COMMUNICATIONS**

### **Communicating for Understanding**

This full-day workshop provides practical tools and techniques for effective communications, dealing with conflict and getting results. Some lecture, practices, and role-playing are included. Participants are encouraged to bring their

specific communication challenges to work on with the facilitators. Participants will leave with better communication skills that they can also share with peers, employees and supervisors.

### **Essential Communication Skills for Women**

This program focuses on effective communication techniques for women. Included in the program are: how to make powerful requests, communicating through conflict, evaluating desired outcomes, speaking for results, distinctions between conversations for rapport (versus conversations) for results and more. This 2-hour program may be combined with *Essential Negotiation Skills for Women*. [Additional coaching in group or individual format is encouraged.]

### **Temperament: The Four Elements**

Building team relationships is a combination of perception, interaction, and communication. This half-day workshop is designed to break down barriers between individuals and groups, enabling the foundation to be built for strong relationships and improved organizational performance. Participants will identify and explore the four primary temperaments and emerge with an understanding of the attitudes and values that motivate behavior and perception of self and others. You will develop strategies for the effective use of temperament theory in communication systems, leadership and sales. Presented by Jim Harden of The Greystone Consulting Group, an associate of Sophia Associates, Inc.

## **FACING CHALLENGES AT WORK OR IN LIFE**

### **What if the Wall is Really an Elephant?**

Take part in a humorous presentation on seeing challenges from a different perspective. Using the concept of a "koan" - *a riddle which cannot be solved solely with the mind* - we explore how to shift from being stuck, to moving forward. [This may be a one hour key-note presentation or a two-hour interactive workshop.]

### **From Inertia-to-Action-to-Results**

This one-hour interactive presentation is ideal for anyone feeling "stuck" or unmotivated. Pragmatic tips on moving into action to create results are presented with humor and experiential activities.

### **The Road You Travel - *Mapping Your Personal Career Plan***

For individuals currently or soon in transition in their careers (new focus, pro-tirement, or downsizing), this six week, multiple evening format creates a focus and momentum for your efforts. Individuals leverage the resources available to the professionally certified coach, such as resume writers, useful internet sites, telecommuting program information, and sequencing for women. A supportive group environment with buddy check-ins helps maintain optimism and motivation, as well as the sharing of successful practices and resources among participants.

### **Stress and the Mind, Body, Spirit Connection**

This one-hour presentation examines the effects of stress on the individual, taking a holistic look at the interconnected areas affected by stress and by each other. Participants will learn what causes stress, how stress can be funneled into creative energy, and options for managing stress in their lives. Participants include executives, entrepreneurs, and professionals who may also be working on improved personal/work integration issues.

### **Building Resiliency in Times of Rapid Change (Personal Resiliency)**

This one-hour presentation examines the effects of stress on the individual, taking a holistic look at the interconnected areas affected by stress and by each other. Participants will learn what causes stress, how stress can

be funneled into creative energy, and options for managing stress in their lives. Participants include executives, entrepreneurs, and professionals who may also be working on improved personal/work integration issues.

### **Building Resiliency in Times of Rapid Change (Organizational Resiliency)**

Presented in a highly interactive format, we discuss leadership skills that increase your knowledge and ability to foster organizational change resiliency, respond to organizational threats and opportunities and develop effective strategies for managing change and transition. You will understand the cycle affecting change and we will discuss the elements required for building resiliency in organizations. Suggestions on practices that you can implement will create environments for thriving not merely surviving.

## **FOR ENTREPRENEURS**

### **On-Going Group Coaching for Entrepreneurs**

This is a six-week evening format meeting two hours each session to address typical challenges faced by the small business owner. Each week, one topic will be addressed, including topics regarding staff issues, finances, action plans, marketing, conflicts, getting paid and more. A supportive group environment with buddy check-ins helps motivation, as well as the sharing of successful practices and resources among participants. Ideal for sponsorship by Chambers of Commerce, banks and other institutions who serve entrepreneurs and business support groups. [Call for details.]

## **FOR COACHES: MENTORING AND PRACTICE DEVELOPMENT**

### **Your Coaching DNA - A Workshop on Coaching from "Who You Are" to Achieve a Full Practice**

This one day, two-part, intensive workshop is designed to give the professional coach the insight into their authentic coaching style so that they may effortlessly align the business of coaching with their style, approach, and philosophy. All aspects are created with the coach's "DNA" as the imprint for the coach's business plan and approach. This workshop allows coaches the convenience of getting in one day what they would otherwise be getting in multiple workshops. Participants immediately are able to apply their learning in their practice, while sharing experiences with other coaches. *However, this is not a coaching skills workshop, this is a coach-specific business oriented workshop*, designed to build a foundation for and support a thriving coaching practice.

This in-person learning experience is for coaches who: • are just starting a full-time practice; • are re-evaluating their current practice; • are taking their current practice to the next level; and/or • are independent life coaches, executive coaches, business coaches.

*Coaches who have the following will benefit most:* • Coaches with formal coach training or those who are currently enrolled in a formal coach training program; • Coaches who are committed to their practice as a full-time business; • Coaches who are currently coaching clients.

This workshop may be sponsored by coaching organizations and it will also be presented over the course of the year. [Please call for dates or to be placed on our announcement list.]

### **Coaching The Highly Creative Client**

Highly creative clients (artists, musicians, writers, and some entrepreneurs) provide a unique opportunity for a coach to stretch their own imagination, while at the same time, presenting some typical challenges inherent in working with highly creative minds. This interactive program will train the experienced coach in how to best coach this wonderful, but sometimes challenging, client. It will stretch the professional coach in terms of their own imagination and personal creativity and will demonstrate a balance of right and left brain techniques for effectively coaching the client. Be prepared to bring your creativity, imagination, and willingness to stretch! This workshop may be

sponsored by coaching organizations and it will also be presented over the course of the year. [Please call for dates or to be placed on our announcement list.]

## RETREAT FACILITATION

*Sophia Associates* coaches and consultants are available to facilitate your executive retreats. Depending on your objective, we are able to provide strategic planning assistance, **action learning** techniques, organizational development and coaching facilitation to your group. Results include clarity of objectives, sustainable increased communication between participants, innovation, creativity and solutions to challenges. Please call us for details on how we can assist you with your executive retreat.

*We trust that you have found one or more workshops of interest to you and we enthusiastically look forward to your response.*

Thank you,

*Alicia Rodriguez*

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