

# LEADERSHIP DEVELOPMENT SERIES 2025



## REGISTER NOW!

Participants will meet on January 10 and then every other Friday after that until May 2. Class will run from 1 PM to 4 PM, with each session concentrating on a different performance requirement of the modern day leader.

### The Following Topics Will Be Covered:

- The Role of Leaders
- Public Speaking
- Right Leadership, at the Right Time, for the Right Reason
- Communication and Leadership
- Dealing with Difficult People and Managing Workplace Conflict
- Personality Differences and How to Work with Them
- Team Building & Managing People
- Financial Leadership & Planning

## CLASSES RUN FROM JANUARY 10 TO MAY 2

### LOCATION

ABC Office  
1760 E. Trent Ave.  
Spokane, WA 99202

### COST

ABC Member: \$1,295  
Non-Member: \$1,595

- Includes lunch each week
- Includes materials for the course

### REGISTRATION

Tatianna Gallego  
tgallego@abcipc.org  
(509) 534-0826

# LEADERSHIP DEVELOPMENT SERIES

# SYLLABUS

**Course Title:** Leadership Development Series  
**Contact:** Tatianna Gallego: (509) 534-0826 or [tgallego@abcipc.org](mailto:tgallego@abcipc.org)

## Course Overview:

January 10, 2025	The Role of Leaders <i>Dr. Josh Armstrong, Director of Comprehensive Leadership Program Gonzaga University</i>
January 24, 2025	Public Speaking <i>Jessica Bonar,</i> <i>Jessica Bonar LLC</i>
February 7, 2025	Right Leadership, at the Right Time, for the Right Reason <i>Jesse Johnson, Owner of Champion Empire Coaching</i>
February 21, 2025	Communications & Leadership <i>Chris Wheatley, Assistant VP, Learning &amp; Development for Numerica Credit Union</i>
March 7, 2025	Dealing with Difficult People & Managing Workplace Conflict <i>Chris Wheatley, Assistant VP, Learning &amp; Development for Numerica Credit Union</i>
March 21, 2025	Personality Inventory & Leadership through Culture Index <i>Chris Taylor, Executive Advisor</i>
April 4, 2025	Team Building & Managing People <i>Sarah Cottam, President/CEO of Associated Builders &amp; Contractors Inland Pacific</i>
April 18, 2025	Financial Leadership & Planning <i>Barry Weber, Eide Bailey</i>
May 2, 2025	Final Presentations / Graduation

## Course requirements:

### Attendance and Participation

Participants will meet on January 10 for the first session and then every other Friday after that until May 2, from 1:00 p.m. to 4:00 p.m. with lunch at 12:30 p.m.

A total of seven classes must be attended to receive a Certificate of Completion.

Assigned Readings - *7 Habits of Highly Effective People* by Stephen R. Covey (Provided)  
Final Presentation

# LEADERSHIP DEVELOPMENT SERIES 2025



## LEADERSHIP DEVELOPMENT SERIES GOALS & OBJECTIVES

The Leadership Development Series helps supervisors, group leaders, and organizations meet the challenges of a rapidly changing business and industrial workplace. Each session concentrates on a critical performance requirement of today's leaders. After completing the entire series, participants will have a solid framework of knowledge, skill development, and workplace application.

In this Series Participant Will Learn How To:

- Create high-performing teams
- Improve individual and team problem solving strategies
- Sharpen your coaching and performance management skills
- Improve your ability to optimize individual and group performance
- Heighten your awareness of economic and social developments
- Increase cooperation and collaboration with other managers, organization units, and employees

Continue Reading . . .

## THE ROLE OF LEADERS:

The role of the leader has become increasingly complex and difficult. Successful leaders must be able to engage their staff to build an effective, highly motivated, and innovative team that delivers results – especially during uncertain and changing times.

Supervisors and team leaders must master critical leadership techniques to make a successful transition to the roles of coach, teacher, and motivator. This session provides insights and tools needed to optimize both individual and unit performance.

### Participants Will Learn How To:

- Critically and creatively think about the role and types of leadership on multiple levels (e.g., interpersonal, professional, organizational, civic, and global)
- Understand and apply network and team building concepts by identifying and cultivating a diverse set of relationships
- Apply leadership skills, and reflect on the use of these skills in a practical setting
- Effectively communicate and interact with diverse individuals and groups

## PUBLIC SPEAKING:

This session is full of techniques that will make any business or work presentation easier on your nerves. You'll learn powerful skills and solid strategies to survive presentations without much preparation time, respond smoothly when asked to make a few impromptu remarks, and never skip a beat when your audience starts drilling you with tough questions.

### Participants Will Learn How To:

- Speak with clarity and confidence
- Understand how your public speaking affects others
- Express ideas in a professional manner

## RIGHT LEADERSHIP, AT THE RIGHT TIME, FOR THE RIGHT REASON

The judgments we make are a representation of our values and beliefs. They are always pointed towards a specific direction. That direction is the compass of our individual or our organizational actions. Increase Leadership, Effectiveness, Productivity and Resilience with Leadership Coaching.

### Participants Will Learn How To:

- Assume no bad intent
- Seek first to understand, rather than to be understood
- Ask more questions and make less statements
- Timing, tone and tact
- Purpose, Agenda, Logistics, Outcome (PALO)

## COMMUNICATION & LEADERSHIP:

Communication is a continuous or two-way process of reaching a mutual understanding, in which participants not only exchange (encode-decode) information, news, ideas, and feelings, but also create and share meaning. In any aspect of life, communication is the key. In this session, learn about the different forms of communication along with how to effectively communicate in the workplace.

### Participants Will Learn How To:

- Decode and understand non-verbal communication
- Understand how communication affects others
- Listen and effectively communicate

## DEALING WITH DIFFICULT PEOPLE & MANAGING WORKPLACE CONFLICT:

In this workshop, you will begin to see conflict differently. You will be able to learn new tools or build on your current skills for addressing conflict and getting your work-life back on track. This class will use few fast-paced, hands-on exercises that will help to demonstrate how and why some routine methods can deescalate the frustration, anger, or worst. Additionally you will try out some tools to address conflict constructively and improve your workplace.

### Participants Will Learn How To:

- Understand the difficult people in your lives. Learn how they think, what they fear, and why they do what they do.
- Learn new techniques in specific situations with all types of difficult people
- Apply sound conflict analysis models, tools, and processes
- Work toward reaching constructive outcomes through the use of collaborative processes
- Use theory to inform their understanding and apply pragmatic approaches to resolving conflicts
- Manage pitfalls through common sense strategies and establish a consistent communication stream

## PERSONALITY INVENTORY & LEADERSHIP THROUGH CULTURE INDEX:

The company of tomorrow relies on its team to respond to uncertainty, capitalize on culture, and commit to a successful future. That team can drive growth and create value in profound ways. But only when the team works in synchrony. Originally born out of an inherent desire to help people achieve greatness like they never knew they could, Culture Index has become an integral business strategy for over 3,500 business leaders across virtually every industry. Focused on the measurement of work-related traits, Culture Index uses a free-choice adjective checklist methodology, which differs greatly from the more commonly used “forced choice” or “multiple choice” responses, methods that force every participant into a box whether they belong there or not.

### Participants Will Learn How To:

- Smash sales records, produce stronger profits, lead with speed, and unleash fierce talent
- Define their own behavior and how it influences others
- Understand how their own personality affects leadership
- Apply what is learned to their leadership role
- Effectively adapt to the personality of others in leadership situations

## TEAM BUILDING & MANAGING PEOPLE:

Empowerment and collaboration can play powerful roles in improving an organization's performance. Leaders need the tools and training to move from manager to collaborator/enabler. This session will cover the essential elements of team development and the teambuilding process, such as, the many roles team members play, factors which contribute to winning teams, group decision-making, putting team building theory into practice, and the detrimental effects of internal competition on achieving organizational goals.

### Participants Will Learn How To:

- Define strengths as a team
- Adequately steer through tough team-oriented roadblocks
- Apply strategies for improvement when needed
- Review and assess the current state of team development

## Financial Leadership & Planning:

This course is designed to be simple, to the point and very practical. Too often accountants will jump into the details and quickly lose managers and owners in the dust. We believe the most important aspect to understanding the financial number of a business, and how to make money, comes not only from the details but also from a strong understanding of the basic concepts of accounting and how that system works. We will start by helping expand your understanding on a personal basis, step into a manager headspace with that knowledge while incorporating terminology to advance you as a leader in this space. We will look at the numbers from a low-level standpoint while slowly working our way to a high level that is just right for what a manager and owner should know.

### Participants Will Learn How To:

- Can read a basic set of financial statements
- Understands how the accounting cycle works
- Knows what "accounting" questions to ask

## FINAL PRESENTATION:

Various industries use teams to present new information to colleagues or professionals. In the construction field, working as a team will not only benefit the individual, but will also benefit the company. The final presentation will be presenting on the information learned from the book, 7 Habits of Highly Effective People. The presenters will use various methods to inform the audience about what they learned.

### Participants Will Learn How To:

- Work in a team environment
- Use research methods in preparing for presentation
- Identify team member's areas of strength
- Practice planning and time management skills