Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

Building Successful Work Relationships | 3 Days

**Reinforcement Videos**
- The Importance of Trust and Teamwork featuring Tom Geisel
- Facilitating Chaos In Teams featuring Myles Downey
- Creativity is a Collaborative Activity featuring Sir Ken Robinson
- Commitment to the Team is Critical to Success featuring Rob Waldman
- Characteristics of Effective Teams featuring Jan Rutherford
- Characteristics of Successful Teams featuring Mark Thompson
- Team Players, Vacationers, and Prisoners featuring Howard M. Guttman
- How To Build Teams featuring Shari Harley
- How to Build Trust In a Team featuring Charles Green
- When a Team Member Isn't Contributing featuring Sue Powell
- Play your Role at the Right Altitude featuring Erica Peitler
- Managing Conflict in High Performance Teams featuring Howard M. Guttman
- Applying Essentialism to a Team featuring Greg McKeown
- Leadership is in the Trenches featuring Betsy Myers
- Innovative Teams Do Have An ‘I’ featuring Steve Lundin

**Book Summaries**
- A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results by Paul Gustavson and Stewart Liff
- The Five Dysfunctions of a Team - A Leadership Fable by Patrick Lencioni

**Blueprints**
- Team-Building Blueprints: How to Make Any Team a High-Performance Team by Nancy L. Hanna, Michael D. Molina and David R. DeBell

**Leader-Led Activities**
- Successful Teams Discussion Guide
- Team Purpose Discussion Guide
- Stages of Team Development Facilitation Guide
- Team Communication and Conflict Facilitation Guide
- Team Guidelines Application Guide

**Self-Assessment**
- Team Characteristics
- Team Formation
- Team Trust

**Business Impact**
- Business Impact: Building Trust Incrementally Challenge
- Challenge: Building and Leading Teams

**Tools**
- Team Vision and Purpose
- Team Guidelines
- Team Participation
- Communication Methods
- Team Meetings

**Test**
- Leadership Advantage Test Yourself: Building and Leading Teams

**Core Message**
- Leadership Advantage: Building and Leading Teams 3.0

**Case Study**
- Team Types and Stages
- Leadership Responses to Team Dysfunctions
- Team Guidelines
- Building Trust as a Leader
- Leading Teams through Difficulties

**Key Concept**
- Key Concept: Understanding Teams and Teamwork
- Key Concept: The Characteristic Qualities of a Successful Team
- Key Concept: Creating Shared Vision and Objectives
- Key Concept: Trust is a Critical Success Factor
- Key Concept: Fostering High Performance

**e-Books**
- Boundaries for Leaders: Results, Relationships, and Being Ridiculously in Charge
- Engagement: Transforming Difficult Relationships at Work
- You Can't Lead With Your Feet On the Desk: Building Relationships, Breaking Down Barriers, and Delivering Profits

**Videos/Courses**
- Gaining Power Through Relationships
- Earning Relationships
- Building Rapport and Trusted Relationships
- Three Relationship Building Blocks Expanding Your