



## ACS Leadership Development System® Courses

### **Coaching and Feedback– 4-hour Facilitated Workshop**

Most managers will tell you that coaching is important, and yet they avoid actually coaching anyone. Some who try find it harder than expected. The reason? Most managers lack the skills and confidence to be effective in the coaching role. Yet, good coaching is central to your success as a leader, and the success of your team members, employees and volunteers on ACS committees. Coaching will help you increase performance, expand your team's capabilities, and improve relationships and morale. This course provides leaders with a proven process, practical tools, and a hands-on opportunity to coach volunteers and employees more effectively.

### **Collaborating Across Boundaries – 4-hour Facilitated Workshop**

Do you work with people from other units or departments? Or maybe even from other countries. As the world becomes more complex, the ability to reach across boundaries to work on projects, and share information is a critical component of organizational success. It's not just a matter of communication, but of genuine collaboration—working in partnership to achieve common goals, create innovative solutions and share expertise. In *Collaborating Across Boundaries* learn strategies and tools to be more effective in leading collaborative efforts. Gain practical skills that you can apply immediately in the lab, at school, in the office, or at ACS.

### **Developing Communication Strategies 4-hour Facilitated Workshop**

This course focuses on how to be more successful in communicating with others about issues of importance to you—especially in cases where you want them to take action in response to your communication. Working in small interactive groups, you'll have the chance to develop and practice your own effective communication strategy. Most importantly, you'll learn how to apply your new communication skills to a variety of situations in your workplace, in your community and at ACS.

### **Engaging Colleagues in Dialogue – 4-hour Facilitated Workshop**

When you're rushing to get things done, it seems easy to send a quick text or email, and check it off the list. But how important is it to make sure your message is understood? And how valuable are the relationships that set the context for the short message? Too often we focus on what we want to say, but very little on how we say it. Communicating effectively with others is still one of the most critical skills you can develop. If we don't listen well and the messages we send are unclear, the result is projects getting derailed, inefficiencies, and missed deadlines. Learn how to improve your one-on-one communication skills for more effective results.

### **Engaging and Motivating Volunteers– 4-hour Facilitated Workshop**

One of the greatest challenges facing a volunteer leader is recruiting and engaging volunteers to help accomplish the project/team/committee goals. It requires leaders to understand what help is needed, what skills are required and what form of motivation will truly excite the volunteer to commit to the project. Learn

practical tools to engage a volunteer and make the assignment successful and professionally rewarding, so the volunteer will participate in future assignments.

#### **Extraordinary Leaders– 8-hour Facilitated Workshop**

In a volunteer organization like ACS and in the workplace, great leaders can significantly impact the productivity of a team, the effectiveness of a local section, and the performance of a committee. Being a competent leader starts with knowing what it takes to be a great leader and gaining an understanding of your own strengths. The ACS Extraordinary Leader course provides a model for effective leadership that will help you achieve exceptional results. As part of the program you will participate in a 360° feedback process that gives you personal feedback on your leadership competencies. You will then use this feedback to create a personal plan for developing your leadership strengths to become an extraordinary leader.

#### **Fostering Innovation– 4-hour Facilitated Workshop**

Today, keeping pace in an environment of constant change requires continuous innovation. Whether you are in a non-profit, business or academic environment, the ability to contribute to the creation of new ideas, new processes, and new approaches is an important key to personal and organizational success. Yet coming up with new ideas is challenging and few of us have the tools and skills to do this effectively. *Fostering Innovation* teaches a proven, systematic process to generate ideas. You will gain understanding and tools to help you tap into your own innovation style and learn how to stimulate innovative thinking among team members and colleagues.

#### **Leading Change – 4-hour Facilitated Workshop**

In today's world, change is a given, whether in the workplace, the lab, at school, or within ACS. Most people experience some level of stress or discomfort when confronting the disruptions change can bring. Whether it is a change in priorities, budgets, direction of a project, or new team members, understanding how we react to change and how to lead others through change is critical to your professional success. Learn a step-wise process to guide you to more effectively lead yourself and others through change.

#### **Leading without Authority– 4-hour Facilitated Workshop**

Leading in a volunteer organization comes with many challenges, not the least of which is having no direct authority over the volunteer members. Therefore, leaders need to be able to engage and influence members to get things done even when they may be putting up barriers or have different viewpoints. Learn practical tools to help you gain cooperation without formal authority and motivate your committee, local section, or division members to accomplish important Society goals.

#### **Strategic Planning– 4-hour Facilitated Workshop**

Of the various responsibilities of a leader, none is more critical than setting goals and direction. Whether you are leading at the level of a local section, division, or national committee, your members look to you to establish the strategic plan that will guide the group's activities. To make sure you have an effective plan, you can develop your planning skills and knowledge in the ACS leadership course *Strategic Planning*. This course will help you improve your understanding of the planning process while giving you the opportunity to start developing a strategic plan that aligns with the ACS Board of Directors' strategic goals.