

SYNCHRONISTICS COACHING & CONSULTING

List Of Services

Workshops

DISC

Ever wonder why it seems so much easier to communicate, work with, influence, or sell to some people and not others? Treating others the way you'd like to be treated works great when they have the same style you do. But when those you interact with prefer different ways of doing things, this approach falls short. The key to establishing strong partnerships with coworkers, peers, subordinates, bosses, customers, and anyone else you might deal with is in understanding and appreciating their unique styles and leveraging your differences to work together. The four-hour DISC assessment-based workshop allows you to do just that. This workshop is widely used in teams to improve working relationships, and can also be utilized by professionals in any line of work to assist them in establishing and maintaining strong connections with those they wish to influence.

Also available is a day-long train-the-trainer workshop as well as licensing of the workshop, which includes unlimited use of the power point presentation, and permission to reproduce facilitator and participant materials for one year.

Transformations in Leadership

Looking for a better way to influence lasting change and increased performance in your team, organization or community? Extraordinary accomplishments and contributions are not the product of the latest innovative approach, tool, or method. They come from the inside out. Leaders must be able to effectively lead themselves before they will have any amount of success in doing the same for others. This two-day workshop allows participants to differentiate their true source of strength as leaders from erroneous ideas of what they need to do to be successful.

Along the way, participants learn to utilize a process for identifying and addressing underlying assumptions that have kept them from doing their best work. They learn to recognize and harness the power of their thoughts and intentions to create lasting change and apply this knowledge to addressing real business challenges they currently face. Additionally, participants address the obstacles that keep them from carving out the time necessary to maximize their energy, make effective decisions, and accomplish more with less effort. This workshop includes two follow-up group coaching meetings, to help participants anchor and integrate their learnings.

Strategic Planning

Achieving and sustaining high levels of success in an organization requires that the intentions and actions of its members be aligned with the emerging needs of those it serves and that the challenges of its internal and external environment have been anticipated and addressed. During this workshop, participants work together to create a one to five year strategic plan for their organization/department. Day one of the process involves clarifying and aligning values, confirming the mission and creating a compelling vision, identifying the strengths, weaknesses, opportunities and threats (SWOT), and determining strategic business thrusts and related initiatives necessary to carry out the vision and mission. Day two is dedicated to creating an implementation plan, complete with accountabilities, time frames and measures as well as establishing a process for monitoring progress.

Executive Coaching

The mark of a truly successful executive is an unwavering commitment to excellence. Extraordinary leaders know that before they can improve the world around them, they must first start with themselves. Courses, workshops and literature can provide assistance to this end, but all too often professionals find themselves returning to their offices drawn right back into the very habits, patterns and ways of doing things they were seeking to rise above. Executive coaching is an ongoing, custom-tailored leadership development process that allows individuals to achieve higher performance and satisfaction by becoming focused on their goals and taking steps to create alignment with their desired results.

The process allows leaders to identify and overcome limiting assumptions and patterns and take steps to address challenges and opportunities as they emerge. As a result, clients gain a heightened self awareness that allows them to build better relationships, gain greater influence, make better decisions, increase creativity, communicate more effectively, and achieve longer lasting, more significant results with less effort. The process consists of two 50-minute meetings each month, and can be greatly enhanced with the use of Performance Assessments and 360 Degree Feedback (see below). Six and twelve month packages are available, and all services are fully customizable.

Coaching Kickoff Meetings - DISC & Workplace Motivators Assessments

Performance assessments can be utilized to help clients increase awareness and knowledge to improve their understanding of their behavior and in what ways their styles and motivations are similar to or different from others. As a result, they are able to improve their working relationships and leverage their own unique way of doing things to achieve better results. Two performance assessments that are available include the DISC Behavioral Style Assessment and the Workplace Motivators Assessment. These assessments are reviewed in a three-hour coaching kickoff meeting, designed to help clients get a solid start on their coaching process.

DISC Behavioral Style Assessment

This on-line assessment instrument provides clients with an in-depth report designed to help them become more aware of their own behavioral style, as well as to learn methods for working more effectively with people who have different styles. With this newfound awareness and appreciation, individuals can improve their relationships and influence with colleagues, customers, bosses, and direct reports, as well as significantly improve levels of teamwork in their organizations.

Workplace Motivators

This on-line assessment allows clients to understand and appreciate the attitudes that drive their actions, as well as the attitudes of others and how they differ. With this knowledge, individuals will immediately be able to understand the causes of conflict, as well as heighten their awareness of the kind of work that will bring the greatest satisfaction and ultimately the highest level of motivation to succeed. When paired with the DISC Behavioral Style Assessment, the Workplace Motivators Assessment gives people an in-depth understanding of not only *why* they do the things they do, but *how* those values get expressed through their behavior.

360 Degree Feedback

This process allows leaders to gain a better understanding of how they are perceived by others, including their boss, peers, customers, and direct reports. Eight to ten one-on-one interviews are conducted to gather feedback around the client's areas of strength and opportunity and data is consolidated into a feedback report that captures the most prevalent themes. This service can be complemented and enhanced with ongoing Executive Coaching, or one to three follow-up coaching sessions.

Follow-up Coaching Sessions

Research has shown that the success of training and development efforts is greatly enhanced through follow-up coaching. Follow-up coaching helps participants take the steps necessary to apply what they have learned and overcome any obstacles they may encounter along the way, and differs from Executive Coaching in that it involves only one to three 50-minute meetings, rather than a series of regular meetings over a sustained period of time.

Consulting

Facilitation

The definition of *facilitate* is to make easier. Facilitation services can be utilized in any meeting to help participants stay focused, address difficult issues in a constructive manner, ensure that everyone is heard, and establish accountability for action. Most people want to minimize the time they spend in meetings. Facilitation enables groups to achieve high quality results in less time, through a level of participation that generates long-term commitment.

Teaming for Success

Most teams are capable of performing at much higher levels than they have become accustomed to. The secret to unlocking their unrealized potential often lies with the team members themselves. The *Teaming for Success* process involves tapping those individuals via data gathering interviews to identify areas of strength and opportunities for improvement. Questions are asked around the topics of mission, vision, goals, level of excitement within the team, work processes, information sharing, reinforcement, leadership, and customers. Data is then summarized into the main emerging themes.

Feedback is first reviewed with the leader, who takes the opportunity to identify potential development areas for him/herself and prepares for the team feedback and action planning session. During the team session, feedback is reviewed with the team in the first part of the eight hour session. In the remainder of the session, the team collectively identifies their most significant opportunities and creates a plan for taking their performance to a new level. In addition, one-on-one coaching is available to the leader to help address areas identified by the team (see Executive Coaching and Follow-up Coaching.)

New Leader Assimilation

Since leaders, by definition, are those who inspire others to be and perform at their best, the first challenge of a new leader is to establish strong, trusting relationships through which a true partnership can take root. This workshop facilitates the rapid development of a shared understanding and knowledge between a leader and his/her staff via two-way communications. The three to four hour process facilitates the exploration of mutual expectations, concerns, unanswered questions about the leader's background or vision, upcoming challenges for the organization/department, and ideas for action. After the session, leaders can schedule a follow-up, or potentially begin an ongoing coaching process (see Executive Coaching and Follow-up Coaching.)

Customized Services

Consulting time can be dedicated to creating custom tailored initiatives to address emerging needs of the organization or to help anchor the success of projects already in progress.