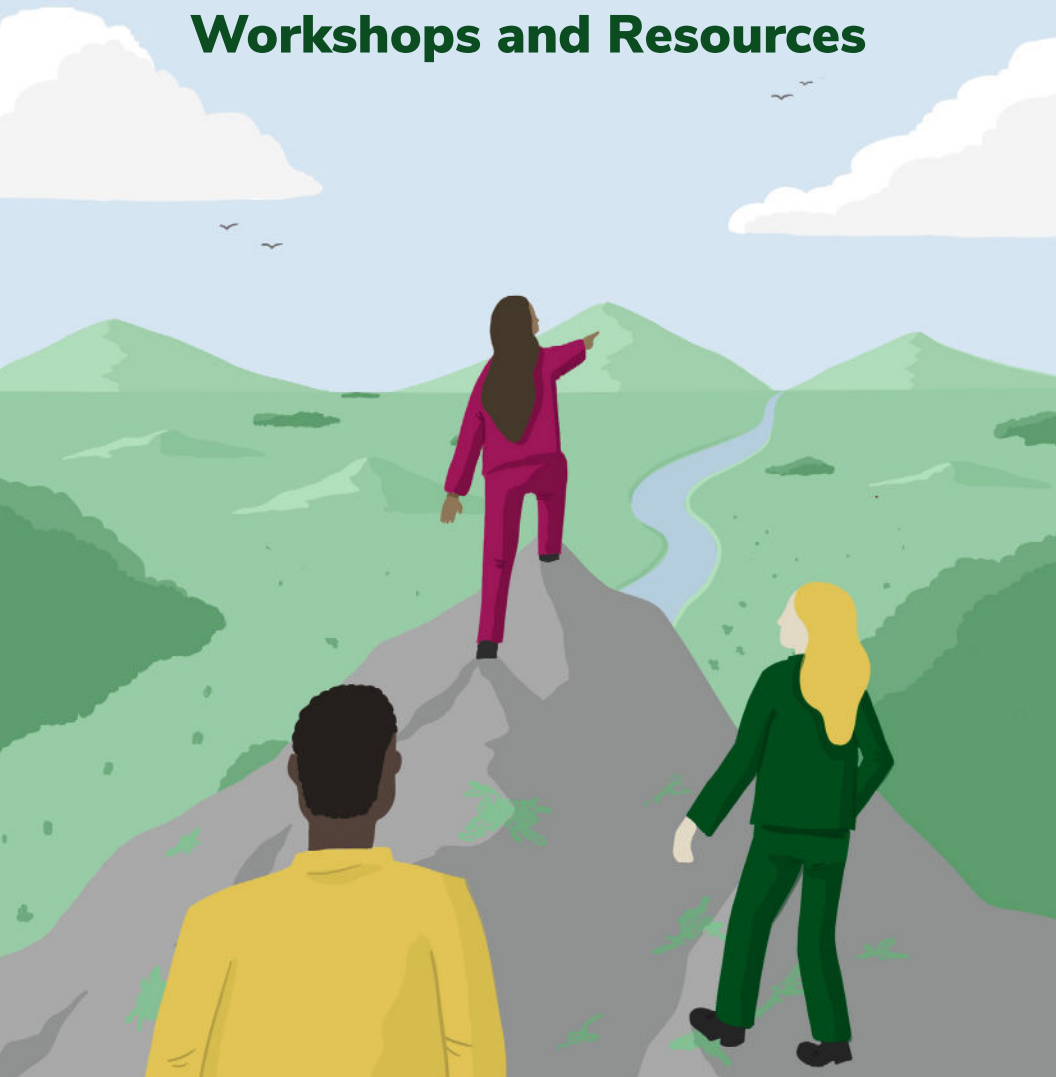




ACHIEVE
CENTRE FOR LEADERSHIP

WINTER-SPRING 2024

Workshops and Resources



We believe that everyone deserves to like where they work!

achievecentre.com
877.270.9776

Message from the CEO



IF YOU ARE READING this message, you probably care about learning and improving your skills for leadership,

communication, or creating great workplaces – or you may simply be curious about what ACHIEVE has to offer.

If you're like me, you'll also be wondering if you are going to find something helpful in these pages.

Here's what you'll find:

For this edition of our catalogue, we've put together some resources related to leadership development, such as an article on How to Create Your Leadership Philosophy (page 2) and a handout on Growing as a Leader (page 4).

You'll also find our schedule for public workshops, with short descriptions (page 10) and directions for registering on our website (page 7).

If you are new to ACHIEVE, you should know that nearly all our

trainings can be done on-demand, and that you can purchase resource manuals and books to further your development on your own.

On page 21, you'll also learn about our sibling company, the Crisis & Trauma Resource Institute (CTRI), through which we offer trainings like De-escalating Potentially Violent Situations™ and Critical Incident Group Debriefing.

If you find a training that your whole team might benefit from, know that any of our topics can be customized and delivered at your organization through our private training department (page 19).

Thank you for taking a moment to look through the resources contained in our winter catalogue. Best wishes on your learning journey.

Eric Stutzman, CEO

Our Podcast: ACHIEVE Workplace Culture



Looking for in-depth discussions about current trends in leadership and workplace culture? Listen to ACHIEVE leaders Randy, Wendy, and Eric explore insights from their own experiences and the latest leadership news.

Available at achievecentre.com and on:



Apple Podcasts



Spotify



Google Podcasts



amazonmusic

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FREE
RESOURCES
ON OUR
WEBSITE



On-Demand
Workshop



Podcasts
and Blogs



Printable
Resources



Monthly
Webinar

Our Reconciliation Statement

As we walk the path of reconciliation, we are mindful of the connections we share with all our relatives. We understand that these connections are impacted by colonization and that there is trauma in our relationships and to the land and Indigenous ways of life. We commit to listening and learning from our relationships, and to be guided by the *Truth and Reconciliation Commission of Canada's 94 Calls to Action* and the *United Nations Declaration on the Rights of Indigenous Peoples*.

How to Create Your Leadership Philosophy

BY MARK SCHINKEL



A WELL ARTICULATED LEADERSHIP philosophy becomes a foundation for planning, a filter for making decisions, and a compass for determining priorities. In other words, it guides your leadership journey.

5 Steps to Creating Your Leadership Philosophy

The following steps will help you lay the groundwork for creating your own leadership philosophy. Write down your thoughts as you work your way through the steps.

1. Reflect on past leadership experiences.

- What great leaders or leadership practices made a positive difference for you and for the organization?
- What was the added value of having strong leadership in place?
- How did those strong leaders go about making a positive difference? How did they deal with challenges along the way?
- What are the impacts of weak, ineffective, or damaging leadership? How does it look and feel?



What do you hope others will say about you one year from now if asked about how you lead?

2. Identify the main purpose and mission of an effective leader.

- What do you hope will be the main impacts of your leadership for individuals and the organization?
- How will your leadership support the effectiveness and well-being of those you lead and the organization's ability to achieve its mission?

3. Define what others can expect from you as a leader and what you expect from others in terms of:

- Leadership style
- Accountability
- Work ethic and behaviours
- Communication, collaboration, and feedback
- Performance expectations
- Responsiveness
- Direction and reporting

4. What are the core values and character traits that you intend to consistently demonstrate as you do your work and interact with people?

5. What personal goals have you set for the coming year?

- What support will you receive in your efforts to develop as a leader? E.g., further training, coaching, mentoring, reading, etc.
- What do you hope others will say about you one year from now if asked about how you lead?

Now that you've gone through the steps, consider how you want to format your leadership philosophy. It can be a set of point form, bulleted notes, or it might be a written statement or narrative.

Invite feedback as you develop your statement, and print it out and put it on your wall. Feel free to update it if things change, and let it serve as a filter as you deal with major leadership challenges and decisions.



To receive notifications about our weekly blog posts, sign up for our newsletter on our website, achievecentre.com

Growing as a Leader

To grow as a leader, there are at least four levels of leadership you need to be aware of. You will likely be stronger in one or two than you are in others, but it is important to develop all four.

1

Personal Leadership

Focus on at least four areas:

- Self-awareness
- Self-management
- Competency
- Direction and vision

2

Interpersonal Leadership

To grow at this level, you need to:

- Recognize and respond to other's needs
- Become a skilled listener
- Express care and support
- Be candid in your language

3

Team Leadership

To grow at this level, you need to:

- Design and improve processes
- Facilitate communications
- Empower your team to be more independent
- Monitor and improve the level of psychological safety in the group

4

Organizational Leadership

To grow at this level, you need to:

- Connect your work to the overall strategy
- Meaningfully contribute to the organization's culture and brand
- Collaborate beyond your own team
- Address systemic issues



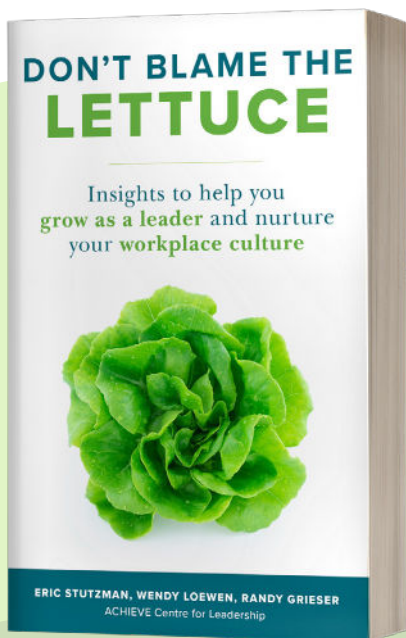
Scan here with your camera to access a digital version of this handbook.

ACHIEVE Publishing



We are a division of ACHIEVE with the goal of publishing meaningful and accessible books on leadership and workplace culture.

There's always room for improvement, no matter where you're at in your leadership journey. To continue growing as a leader, read our book of bite-sized leadership insights: *Don't Blame the Lettuce*.



This book explores a variety of leadership insights that will help you meet challenges, respond to opportunities, and nurture a healthy workplace culture in new and innovative ways. In addition to each insight, you'll find reflection questions, practical application ideas, and additional resources related to each topic to help spark your own thoughts and discussions among your teams.

"The authors of *Don't Blame the Lettuce* understand how important relationships are and give practical ways for leaders to improve their workplace culture. This should be required reading for any organization's leaders!"

– Erica Keswin, Author, *Rituals Roadmap*



Scan here with your camera for more information on this book!

All our books are available on our website.

About Our Workshops



Want to get better at leading people? Or learn how to manage your time and prioritize tasks? Or maybe you want to gain some mediation skills.

We offer **over 60 workshop topics** in the areas of leadership, workplace culture, conflict, and communication.

We've worked hard to create trainings that are:



Accessible

We don't do academic-style lectures.



Applicable

The material is relevant to real-world challenges.



Engaging

Trainers bring the content to life with stories and humour.



Interactive

There are plenty of activities and discussions.



Practical

The skills and tools you will learn can be used in a variety of settings.

Workshop FAQs

On the following pages, you'll find our upcoming workshops. But before you take a look at the schedule, please read through the following FAQs:

How do I register?

- 1** Go to the Upcoming Training section of our website to find the workshop you're looking for.
- 2** Click "Register Now."
- 3** Fill out the attendee information, and proceed to the checkout.

You can register for multiple workshops on the same order, and there's the option to either pay by credit card right away or receive an invoice to pay at a later date.

Are there any discounts available?

Yes! We have a few discounts you may be eligible for:

Early Bird Rate

Register at least three weeks before the training to receive **10% off**.

Bulk Order

Register for four or more workshops on the same order to receive an additional **5% off**.

Student/Senior Discount

If you're a student or 65+, you can get an additional **25% off**.

Email training@achievecentre.com for more info.

Member Plan Subscription

Subscribe to our member plan to receive an ongoing **10% off** workshop registrations. You'll also get unlimited access to our on-demand webinar library, and other exclusive monthly discounts.



Scan this QR code to see the complete online library of all of our workshops!

Will I receive continuing education credits (CECs)?

After participating in any of our trainings, you will receive a certificate with the CECs listed. One hour of training is worth one CEC – so if you attend a three-hour training, it's worth three CECs.

Our workshops are pre-approved for CECs by the following licensing associations:

- Chartered Professionals in Human Resources in Saskatchewan, Manitoba, Alberta
- Canadian Counselling and Psychotherapy Association (CCPA)

Other licensing boards, professional colleges, or associations still accept ACHIEVE workshops for CECs, but you'll have to contact them directly to confirm their requirements.

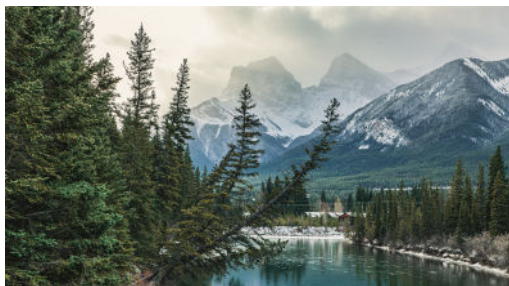
ACHIEVE Leadership Retreat

Leading from the Inside Out

CANMORE, ALBERTA

July 18-19

Early rate: **\$1799**; Regular rate: **\$1999**



Are you a senior-level leader who is ready to take the next step in your development?

Embark on a transformative leadership journey in the breathtaking Canadian Rockies with ACHIEVE's VP of Consulting Services, Chris Downey.

Grow alongside other leaders as you discover how to align with your leadership purpose, and transform this insight into meaningful action. Learn how to motivate and influence your people, foster cohesive teams, and create a high-performing organization. Prepare to think critically about your own approach to leadership as you gain a new perspective on how you lead others.

Some of the topics included:

- The True Impact of Leadership and Influence
- Connecting With Your Purpose and Values
- Elevating Performance through Connection
- How to Drive Accountability through Support
- Building a Healthy, Productive Workplace Culture
- How to Care for Everyone (Including Yourself)
- Creating a Personalized Plan for Ongoing Leadership Development

Certificate Programs



Leadership Essentials *Skills for Emerging Leaders*

8 LIVE VIRTUAL SESSIONS

Every Wednesday, Mar 6 - Apr 24
(10am-12pm CT)

Early rate: \$1990; Regular: \$2499

Whether you are an aspiring, new, or experienced manager, it's important to always look for ways to develop your leadership skills. This program teaches you how to create happier, healthier, more motivated teams where everyone feels supported. In just eight two-hour sessions, you will learn the skills you need to effectively lead your team and your organization toward achieving its mission.



SUMMER CERTIFICATE PROGRAM

Certificate Program in Leadership and Management

August 12-16

Early rate: \$2299; Regular: \$2499

This program explores a leader's role in influencing, motivating, and inspiring others, as well as management's role in directing and organizing their teams.

**NEW
WORKSHOP**



Leading Hybrid Teams

HALF-DAY VIRTUAL

Mar 21

Early rate: \$159; Regular rate: \$179

This workshop provides an overview of hybrid work concepts and explores the pitfalls and opportunities of this model. You will learn principles and practices to help you lead your team in this new paradigm.

Public Workshops



Change Management

A Leader's Guide

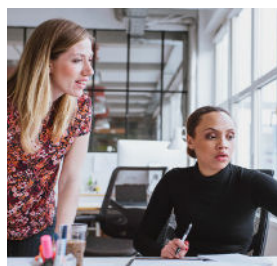
HALF-DAY

VIRTUAL

Feb 20

This workshop focuses on the development of competencies that will provide a foundation for the “what,” “why,” and “how” of managing people during organizational change.

\$179



Coaching Strategies for Leaders

Conflict, Performance, Change

VIRTUAL

Feb 15

Apr 16

This workshop provides leaders with a five-step coaching model for working with their employees to enable changes in behaviour, promote skill development, and resolve conflict.

\$349



Communication

The Crucial Skills

VIRTUAL

Feb 29

This workshop focuses on core skills for communicating with clarity in the workplace, including speaking, listening, and using communication technologies.

\$299



Conflict Resolution Skills

VIRTUAL

Mar 27

This workshop explores the various dynamics of conflict and provides participants with the necessary skills to respond to it confidently and effectively.

\$299



Conflict Resolution Skills for Leaders

VIRTUAL

Mar 12

This workshop provides strategies for leading through conflict with clarity and confidence.

\$349



Dealing with Difficult People

VIRTUAL

Mar 20

In this workshop participants will explore a variety of practical strategies for engaging with people they find difficult.

\$299



Difficult Conversations

Strategies for Challenging Discussions

VIRTUAL

Jan 25

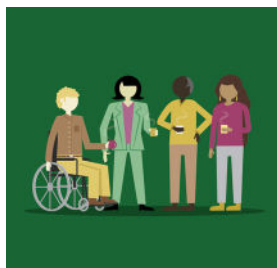
Apr 11

This workshop explores the key elements of preparing for, conducting, and concluding difficult conversations.

\$299

“I think the instructor did an amazing job with leading this event while also being able to fit in everyone's questions as they were popping up in the chat. It was a fun and interactive event that had all participants involved.”

– Justine Pattison, MICS Group of Health Services



Diversity, Equity, and Inclusion

How to Build a Thriving Workplace for Everyone

VIRTUAL

Jan 31

Mar 26

This workshop helps you identify the existing diversity in your organization so you can recognize potential gaps and become aware of ways that you can build a more equitable and inclusive work environment.

\$299



Emotional Intelligence

This workshop shows participants how to utilize emotional intelligence more effectively, and provides strategies for effectively engaging with others and expanding influence.

VIRTUAL

Feb 8

\$299



Employee Engagement

How to Foster Motivation

This workshop provides unique insights for increasing engagement and participants will be challenged to think critically about their approach to employee engagement.

HALF-DAY

VIRTUAL

Apr 23

\$179



Hiring Strategies

Recruitment, Selection, and Onboarding

This workshop explores current research and best practices to help participants evaluate and improve their current recruitment, hiring, and onboarding processes.

HALF-DAY

VIRTUAL

Feb 1

\$179



Leadership

The Essential Competencies

This workshop provides strategies for leading with clarity and focus. It will help you learn how to show care and support for people in order to draw out the best from the individual and your team.

\$349

VIRTUAL

Jan 4

May 1



Leadership and Culture

How to Create a Workplace Where People Like to Work

Based on the book, *The Culture Question*, this workshop provides a guide for how every organization can increase employee engagement and become a great place to work.

\$179

**HALF-DAY
VIRTUAL**

Jan 16

Mar 28



Leadership Development

Learn, Grow, Achieve

This workshop provides an opportunity for leaders to fine-tune their leadership philosophy and focus in on parts of their own leadership that need further development.

\$179

**HALF-DAY
VIRTUAL**

Feb 6



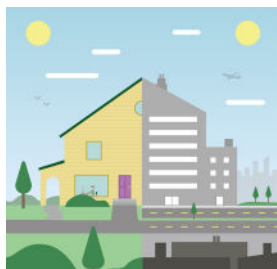
Leading High-Performance Teams

This workshop demonstrates how to build cohesive teams by capitalizing on the unique strengths of each member and provides insight into how to foster collaborative relationships among team members.

\$179

**HALF-DAY
VIRTUAL**

Jan 23

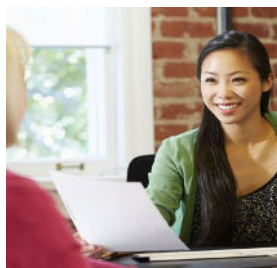


Leading Hybrid Teams

This workshop provides an overview of hybrid work concepts and explores the pitfalls and opportunities of this model. You will learn principles and practices to help you lead your team in this new paradigm.

\$179

**HALF-DAY
VIRTUAL**
Mar 21



Management and Supervision

The Crucial Skills

This workshop presents the crucial skills for managing employment relationships from beginning to end, with particular focus on hiring and performance management.

\$349

VIRTUAL
Jan 9
Apr 2



Managing Difficult Phone Calls

This workshop is designed to provide practical strategies for dealing with clients and customers over the phone who are in a heightened emotional state.

\$299

VIRTUAL
Jan 5
Mar 15
Apr 26



Managing Mental Health in the Workplace

This workshop provides a roadmap to help managers participate in conversations with employees who may require support when experiencing difficulties related to mental health.

\$179

**HALF-DAY
VIRTUAL**
Feb 27



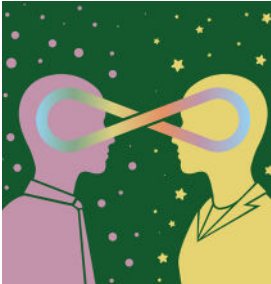
Mental Health Awareness and Support

VIRTUAL

Feb 13

This workshop will explore factors affecting mental health, give participants a general overview of common adult mental illnesses, and, most importantly, how to be a support.

\$299



Neurodiversity at Work

Embracing Strengths and Navigating Barriers

HALF-DAY

VIRTUAL

Mar 5

This workshop teaches you how to build a neuroinclusive workplace culture through your recruitment, retention, and promotion practices. You will learn practical ways to embrace the strengths and navigate barriers for people with autism, ADHD, dyslexia, and more.

\$149



Performance Management

New Perspectives and Best Practices

HALF-DAY

VIRTUAL

Apr 10

This workshop explores how to effectively offer corrective feedback and validate desired workplace behaviours that will draw out the best in people.

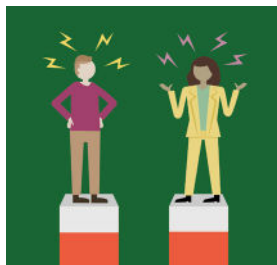
\$179

MEET THE TRAINER



CHRIS DOWNEY, VP OF CONSULTING SERVICES

Chris believes that leaders have a direct impact on the health and wellness of their teams. Through his experience in operations, compliance, and organizational development, Chris has gained a diverse skill set which has shaped how he approaches leading and working with teams. He is an approachable facilitator who coaches, motivates, and inspires others to be the best they can be.



Polarizing Conversations

How to Talk About Triggering Topics

This workshop equips you with skills for navigating polarizing discussions such as talking about gender and equity, race relations, and environmentalism, so you can confidently ensure they are productive and respectful.

\$179

HALF-DAY
VIRTUAL
Feb 27



Project Management Fundamentals

Turning Ideas into Reality

This workshop focuses on the foundations of project management, including the role of a project manager, the life cycle of a project, and an overview of popular project management methodologies.

\$149

HALF-DAY
VIRTUAL
Apr 18



Psychological Health and Safety in the Workplace

This workshop provides an overview of the characteristics of a psychologically safe workplace and the roles of both the employee and employer in promoting psychological safety.

\$299

VIRTUAL
Jan 10

MEET THE TRAINER



JENNIFER KELLY

Jennifer is a certified Positive Psychology Coach, with extensive training in the study of workplace wellness and personal well-being. As a trainer, Jennifer is passionate about creating psychologically healthy workplaces and believes it is what truly leads to high-performing and motivated teams. She is an energetic and thoughtful presenter who is committed to providing learning experiences that are fun, engaging, and easily applicable.



“Loved the content and the approach of the presenter. She followed her slides but ebbed and flowed with the content. She knew her subject very well.”

– Christina Clark, La Boîte à Soleil



Respectful Workplace

Strategies for a Healthy Environment

This workshop explores the components of respect and addresses individual responsibilities within the work environment.

\$299

VIRTUAL

Jan 16



Time Management

This workshop teaches skills for setting priorities, getting organized, and achieving goals. Participants will learn to optimize their time and enhance their ability to deliver results.

\$149

HALF-DAY

VIRTUAL

Feb 22



Trauma-Informed Leadership

Based on our book, *A Little Book About Trauma-Informed Workplaces*, this workshop explores how to lead with a trauma-informed approach and provides five key principles that trauma-informed workplaces embody.

\$179

HALF-DAY

VIRTUAL

Mar 6

Can't make it to a workshop?

No problem! Most of our workshops are available as on-demand videos that you can watch at any time. Visit the **On-Demand Training** section of our website for more info.

Live Webinars

We also offer our trainings in a condensed, one-hour format. Our webinars are a great way to introduce yourself to one of our training topics. Visit our website to register.



Assertive Communication	Mar 5
Dealing with Difficult People	Feb 7
Difficult Conversations – Strategies for Challenging Discussions	Mar 12
Diversity, Equity, and Inclusion – How to Build a Thriving Workplace for Everyone	Feb 27
Leading Hybrid Teams	Jan 18
Management and Supervision – The Crucial Skills	Mar 26
Managing Difficult Phone Calls	Apr 30
Neurodiversity at Work – Embracing Strengths and Navigating Barriers	Feb 14
Polarizing Conversations – How to Talk About Triggering Topics	Jan 9
Trauma-Informed Leadership	Feb 1



Can't make it to a live webinar?

No problem! Most of our webinars are available in an on-demand video format that you can access from anywhere at any time. Visit the **On-Demand Training** section of our website for more info.

Private Training

Can't find the right training for your unique situation? Any of our trainings can be customized and done privately in your organization or community, either in person or online.

How It Works



STEP 1

We'll chat about what's going on in your organization so we can find a training that works for you.



STEP 2

You'll be connected with an expert who can customize the training to fit your needs.



STEP 3

Your team will be equipped with the right skills and knowledge for your situation.

Meet Our Training Coordinators



Chantel Runtz

Manager of Private Training
and Consulting

chantel@achievecentre.com
877-270-9776



Elliot Grisdale



Sam Hupé-Wells



Kloe Mak



Lori Tiessen

Consulting

Need more hands-on help for preventing burnout or improving your workplace?

Our consultants can assess your strengths and implement positive change in your organization.

We believe in a strengths-based approach and choose to start with empathy and curiosity over judgement. Our goal is to help you create environments and connections where everyone can thrive.

Below are some examples of the consulting services we offer. If you don't see what you're looking for, contact us to discuss other possibilities.



Coaching

Through purposeful questioning, active listening, and collaborative problem solving, our coaches help you develop as a leader or employee.



Facilitation

As your group makes important decisions or deals with team tensions, our facilitators ensure that meetings run smoothly, fairly, and effectively.



Mediation – Conflict Resolution

ACHIEVE's mediators will work with disputing parties to identify interests, clarify issues, and work towards options for resolving the conflict.



Strategic Planning

We believe that strategic planning works best when the process is easy to understand and is grounded in an organization's vision, values, and culture.



Succession Planning

Good succession planning keeps organizations vibrant and healthy. Planning for future personnel changes is a necessary strategic process for workplaces of all sizes.



Workplace Climate Assessment

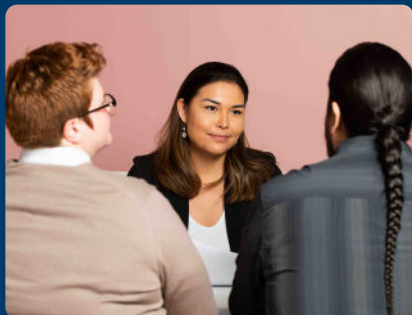
ACHIEVE's workplace climate assessment provides a clear and concise picture of your organization's culture, including its strengths and challenges.



Contact the Manager of Private Training and Consulting Chantel Runtz to learn more.

chantel@achievecentre.com 877-270-9776

Crisis & Trauma Resource Institute



The Crisis & Trauma Resource Institute (CTRI) is a division of ACHIEVE and provides trauma-informed training related to mental health, counselling skills, and violence prevention.

Below are a few CTRI workshops coming up this year. Please visit ctrinstitute.com for the complete list.

Critical Incident Group Debriefing

VIRTUAL Feb 28, Apr 2

This workshop explores the Critical Incident Group Debriefing (CIGD) process as a method for lessening the likelihood of people experiencing symptoms of trauma and stress after a critical incident.

De-escalating Potentially Violent Situations™

VIRTUAL Jan 29, Mar 11, Apr 29

This workshop will help participants assess the potential for violence and respond with a diverse set of interpersonal tools and strategies designed to defuse potentially violent situations.

De-escalating Potentially Violent Situations™ : Train-the-Trainer

VIRTUAL Jan 29-31, Mar 11-13
Apr 29 - May 1

Due to the high demand for our De-escalating Potentially Violent Situations™ workshop and its relevance to many workplaces, CTRI is offering a train-the-trainer program. Training an internal trainer to deliver this workshop enhances organization know-how, and saves costs at the same time.



Scan this QR code to see the complete list of upcoming CTRI workshops!

ACHIEVE Centre for Leadership
1-710 Westminster Ave
Winnipeg, MB R3G 1E6



RETURN POSTAGE GUARANTEED
PORT DE RETOUR GARANTI

achievecentre.com/workshops

About ACHIEVE

We've helped thousands of individuals and organizations improve their leadership skills and workplace culture through our training, consulting, books, and resources. We believe that everyone deserves to like where they work, which is why we've researched and developed over 50 workshops on leadership and workplace culture.

Here's what guides our approach to everything we do:

- We believe in collaborative leadership.
- We believe that workplace culture deserves attention.
- We believe that our responses to conflict matter.
- We are dedicated to ongoing development.
- We value diverse cultures and identities.
- We value our relationships with Indigenous communities.