

AUDITWATCH TRAINING SOLUTIONS

LEADERSHIP II: EXPANDING CAPABILITIES

This engaging course expands the participant's professional leadership capabilities. Topics include developing executive presence, using emotional intelligence to achieve success, managing in the multi-generational workplace, performance and talent management, DEI (diversity, equity and inclusion), mindfulness and building new business.

PREREQUISITE: Leadership I - Everyday Essentials

COURSE TYPE: Seminar

COURSE LENGTH: On-site--3 days Virtual--4 days

ADVANCED PREP: None

RECOMMENDED CPE CREDIT: 24 hrs.

COURSE LEVEL: Advanced

FIELDS OF STUDY: Personal Development, 14 hrs.; Personnel / Human Resources, 3 hrs.; Communications & Marketing, 5 hrs.; Behavioral Ethics, 2 hrs.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Introduction – 1 Credit (Personal Development)

- Identify and explore the fundamentals of Executive Presence

Developing Executive Presence - 6 Credits (4 Personal Development, 2 Communications and Marketing)

- Identify the elements of executive presence
- Analyze strengths and weaknesses by completing executive presence component self-assessment
- Apply enhanced communication techniques to build and maintain trust

Diversity, Equity, and Inclusion - 2 Credits (Behavioral Ethics)

- Recognize and critically reflect upon potential cultural biases
- Foster an inclusive firm culture that embraces diversity and engages across differences with empathy and integrity

Using Emotional Intelligence to Achieve Success - 4 Credits (Personal Development)

- Recognize the main components of Emotional Intelligence (EI)
- Practice EI fundamentals through a series of interactive discussions and exercises after an in-depth self-assessment
- Explain how EI is applied to enhance work relationships, performance, and productivity

MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.): Developing Managing in the Multi-

Generational Workplace – 3 Credits (Personal Development)

- Describe the generations that make up the current workforce
- Explore key differences, characteristics, and behaviors of each generation
- Learn techniques and strategies for effective interactions with multi-generational teams

Performance and Talent Management - 3 Credits (Personnel/Human Resources)

- Identify and explore the dynamics of performance and talent management in the public accounting industry
- Explain how to identify and develop talent in individuals to maximize their performance and professional growth
- Gain insight on best practices to develop and retain staff

Building New Business - 2 Credits (Communications and Marketing)

- Explore important concepts related to developing new business
- Apply structured techniques to plan for and develop business growth
- Practice the art of gaining new business through a series of interactive skill-building activities

Mindfulness – 2 Credits (Personal Development)

- Describe and apply the basic principles of mindfulness to leadership, management, and client relationships
- Practice the key steps of the 8-minute daily CPA Mindfulness Practice as developed by Mindful-CPA
- Apply mindfulness to everyday activities at your firm to achieve health and work balance in the short term
- Use ongoing support and tools from www.mindful-cpa.com

Summary: Best Practices – 1 Credit (Personal Development)

- Summarize the key learning points of this course
- Share insights with other participants