

MOODY LEADERSHIP DEVELOPMENT

Moody employees can develop leadership skills by taking classes through our Learning and Development department. Read the course descriptions, then check the online schedule at my.moody.edu.

questions?

Contact us at (312) 329-4482 or learning.development@moody.edu

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MOODY LEADERSHIP DEVELOPMENT COURSE DESCRIPTIONS

MOODY LEADERSHIP UNIVERSITY



7 Habits for Managers

(2 full-day or 4 half-day sessions)

Learn how to lead the modern worker with Franklin Covey's intensive, application-oriented learning experience. New and experienced managers will acquire many tools: conflict resolution, performance management, accountability and trust, execution, collaboration, and team and employee development.

Inspiring Trust

(4 hours)

Discover why a high-trust work environment is essential as a measurable economic goal in your department. Learn how to turn those hidden, low-trust taxes into dividends. This course offers practical advice on specific trust behaviors you can put into practice.

Emotional Intelligence

(3 hours)

Emotional intelligence may be the most important skill you need to be an effective manager—twice as important as your IQ. Learn to manage your own emotions and those of others as you explore the theory of emotional intelligence.

The Courage to Coach

(3 hours)

Explore how to deliver praise and how to handle difficult conversations with team members. You will become a coach, one who communicates with each employee on a regular basis, not just evaluation time. Help each employee become more successful.

How to Prepare Your Budget in Oracle

(2 hours)

Join Moody's controller for interactive Oracle instruction—perfect for new or veteran budget managers. Learn the tools you will need to navigate through the budget process from beginning to end.

Managing Conflict

(3 hours)

Whenever people work on the same project or team, sooner or later they will have a disagreement. Discover new strategies and various methods for resolving conflict, then develop a preferred strategy that works for you.

Effective Performance Evaluations

(3 hours)

Improve your performance review skills. Learn how to enhance the quality and clarity of your reviews, improve the effectiveness of your performance communication, and sharpen your implementation of performance-based salary increases.

New Manager Orientation

(3 hours)

Presented by various members of Moody's HR staff, this course will give guidance on interviewing and hiring, human resource laws, and various Moody policies and procedures. Designed for either new managers or managers new to Moody.

Situational Leadership

(3 hours)

Become a situational leader using Ken Blanchard's *Leadership and the One Minute Manager*. Learn about four different leadership styles, then vary your own approach to help the people around you.

Everything DiSC: Discovering Your Style

(3 hours)

God made us all to be our unique selves. The DiSC profile helps every member of your team better understand themselves and each other. You and your staff will complete the new DiSC profile (best done with entire work unit), then learn strategies for enhanced communication and team work.

Team Roles Workshop (DiSC Part Two)

(3 hours)

You and your staff will complete the Team Dimensions Profile (best done with entire work unit), then learn about the team process, the roles people play, and your team's strengths. Find out which of the four roles your team members normally fill.

5 Languages of Appreciation in the Workplace

(4 sessions of 1 ½ hours)

Discover how to use the language of appreciation in the workplace—identify the specific languages of your staff. Coach your team to show true appreciation for each other.

Behavioral Interviewing

(4 hours)

Improve your skills when interviewing prospective employees. Learn how past behavior can predict future behavior. Apply Behavioral Theory to your interviews, using techniques known as Behavioral Interviewing. Practice your skills with individual and group activities.

Love 'Em or Lose 'Em

(6 hours)

If you're a "Talent Focused Manager", you ask how you can make work more satisfying for the people on your team. This workshop presents 26 hands-on strategies that any leader, manager, supervisor or team leader can put to use now in doing just that.

Mixing 4 Generations in the Workplace

(3 hours)

For the first time ever in the U.S. we have four distinct generations in the workplace. Each generation has its own expectations of work, reasons for working, leadership styles, and heroes. In this course we will discuss these generational differences and explore together what that means for the Moody workplace.