



THE ACCELERATOR™ PROGRAM: DEVELOPMENT FOR THE EMERGING LEADER

This catalog previews each course available within the Accelerator™ Program. Each course has been crafted with the emerging leader in mind, and includes microlearning, live group coaching, reinforcement activities, and manager accountability.

ACCELERATOR
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BUILD YOUR ACCELERATOR™ PROGRAM TODAY.

Learning isn't one-size-fits-all. Create a custom-fit Accelerator™ Program by choosing from our library of courses with the option to add additional experiences. Or, give your new managers the experience of our all-inclusive Buddy to Boss program. We will be your partner every step of the way in designing an Accelerator™ Program to fuel your leaders' success.

"Equipment is all the same as our competitors, our differentiator is our people. We must invest in our people."
-CEO

WE GUARANTEE IT.

100% Satisfaction Guarantee. If you give our Accelerator™ Program an honest try, participants complete activities and attend sessions, and you are still not satisfied with the outcome, tell us and we will take care of you.



DESIGN YOUR OWN LEARNING EXPERIENCE

Build a program for your leaders to produce better business results. Choose up to five courses per year such as: Principles of Leadership, Leader as Coach, Mastering Time Management, Becoming Conflict Competent, Team Effectiveness, Performance Management, or Emotional Intelligence.



ALL-INCLUSIVE COURSE: BUDDY TO BOSS

In this foundational, all-inclusive, 12-week Accelerator™ Program, new supervisors and managers are equipped with the fundamental skills needed to diligently shift from team member to leader. Topics covered include: Expectations as a New Manager, Communicating for Maximum Impact, and Managing in Action.



ADDITIONAL SUPPORT OPTIONS

Programs can be further tailored to fit the needs of your organization. For additional impact, consider adding: one-on-one coaching, experiential learning, capstone projects, facilitated retreats, additional group coaching sessions, keynotes, and in-person interactive sessions.

LETS TALK.



US HEADQUARTERS

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TECHNOLOGY REINFORCED, PERFORMANCE DRIVEN, EMERGING-LEADER FOCUSED.

"[This] could have been a one week seminar and all of this information and classes could have fit within a week but that's not how you [the leadership] elected to do it. Because of that, it was so much more meaningful and so much more useful. To have it drawn out over months, you get a little piece at a time and then you get to go apply it. It considers how we might best learn this material."
 – Accelerator™ Program Participant

THE ACCELERATOR™ PROGRAM DIFFERENCE.



Microlearning

Designed for the remote worker, the Accelerator™ Program is technology reinforced, with bite-sized learning segments that allow for knowledge transfer in an easier, more efficient manner and can be integrated into a workday.



Live, Group Coaching

This is where learning is applied. Participants engage in live, virtual group coaching sessions with a dedicated coach where they can practice learned skills, receive feedback from their peers and expert facilitator, and course-correct.



Reinforcement Activities

Expertly crafted, technology-driven activities designed to compel participants to apply their learning, increase knowledge retention, achieve measurable objectives, and drive lasting behavior change in the workplace.



Structured Accountability

Designated support tools enable participants' managers or organizational sponsors to reinforce participants' learning through more effective one-on-one conversations that drive improved performance and growth.

PACKAGED WITH PURPOSE.

Each Accelerator™ Program is comprised of skill-building learning paths. Each path includes: live group coaching, reinforcement activities, engaging microlearning activities, and structured manager support to promote accountability.



Podcast



Assessment



Microlearning



Live, Virtual Group Coaching



One-on-One Coaching



Video



Structured Accountability



PRINCIPLES OF LEADERSHIP

DESCRIPTION

One of the most critical elements to becoming a more effective leader is advancing on one's own self-awareness. Recognizing one's own strengths and areas that are ripe for development is an essential first step in a journey of self-discovery for those who want to develop into a leader others want to follow. This critical learning path sets the foundation for each leader's growth, helping them distinguish between what it means to be a manager and the distinct differences in what it means to be an effective leader. This path supports them in identifying what they want to be known for and how they want to show up for their direct reports, teams, and the organization.

INCLUSIONS

- ✓ DiSC Assessment
- ✓ DiSC Debrief
- ✓ Live Group Coaching

TIME EXPECTATION



Learning path: 4 weeks
Hourly breakdown: Approximately 6 hours

OBJECTIVES



Recognize the difference between being an individual contributor, a leader, and a manager.



View leadership as a journey and understand core principles of leadership.

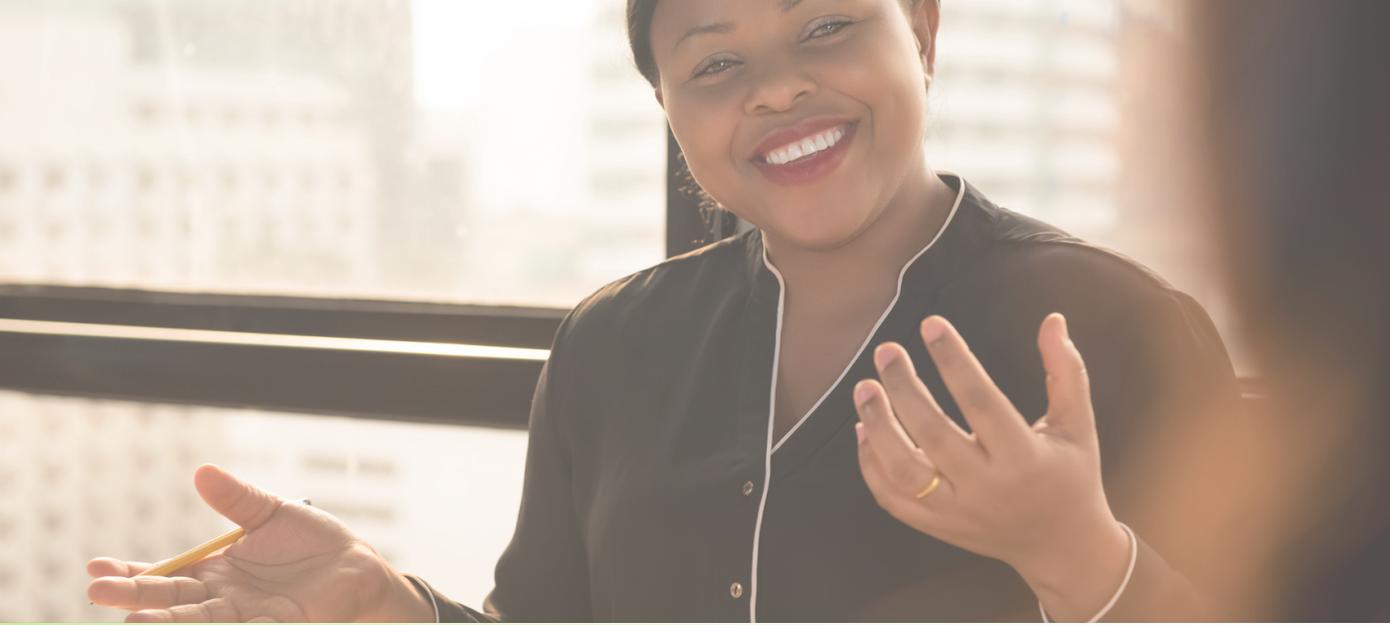


Understand why and how leaders can lose their way and how to avoid derailment.



Explore one's own values, purpose and begin to articulate a personal leadership statement.





LEADER AS COACH

Good leaders get work done and achieve results through others. Great leaders, on the other hand, not only enable others to achieve results, but do so using a coaching approach. By asking the right questions, they support their direct reports, help them think for themselves, and trust their own problem-solving and decision-making capabilities. In this learning path, participants learn the benefits of applying a coaching – versus a telling – style, when it’s appropriate to use one approach over the other, and a methodology they can practice and implement immediately to increase engagement of their team members.

INCLUSIONS

- ✓ Personalized Case Study
- ✓ Live Group Coaching
- ✓ Role Play

TIME EXPECTATION



Learning path: 6 weeks
Hourly breakdown: Approximately 4.5 hours

OBJECTIVES



Understand the value and benefits of coaching.



Develop a coaching skill set, which includes asking powerful questions and actively listening.



Recognize coachable moments and use them to develop individuals on your team.



Identify situations in which to coach versus manage.





BECOMING CONFLICT COMPETENT

The term “conflict” is often associated with a negative connotation, seen as something to be avoided rather than embraced. However, conflict is an essential component for a healthy, high-functioning team. In this learning path, participants will learn to see conflict as an opportunity, and discover ways to harness the power of healthy conflict to become “conflict competent.” Participants will take the Thomas-Kilmann Assessment to better understand their own preferred style of handling conflict, and through applying different conflict styles and observing the impact, participants will be better able to lead healthy debates that further lead to healthier and more effective decisions amongst teams.

INCLUSIONS

- ✓ TKI Assessment
- ✓ Role Play
- ✓ Live Group Coaching
- ✓ Choose Your Own Adventure

TIME EXPECTATION



Learning path: 6 weeks
Hourly breakdown: Approximately 5.5 hours

OBJECTIVES



Understand the definition of conflict and why healthy conflict is important.



Gain awareness of personal tendencies when encountering interpersonal conflict.



Identify different ways of approaching conflict and what situations best fit each approach.



Build skills in active listening and navigating conflict conversations.





MASTERING TIME MANAGEMENT

In today's streamlined, fast-paced workplace, it's more important than ever to make the most of every day. As leaders evolve within an organization and gain more responsibility, it becomes more and more imperative that they utilize their time effectively and leaders need to learn to invest their time in vastly different ways in order to be successful. Within this learning path, participants learn how to effectively set priorities, manage time wisely in order to meet deadlines, track and plan time, and set and reach goals. Participants will learn and work to apply successful time management strategies that can support them in getting the right work done more efficiently.

INCLUSIONS

- ✓ Time Log Tracker Access
- ✓ Live Group Coaching
- ✓ Time Mastery Assessment and Profile

TIME EXPECTATION



Learning path: 6 weeks
Hourly breakdown: Approximately 9 hours

OBJECTIVES

-  Understand that how time is spent will eventually equate to how goals are accomplished.
-  Learn how to prioritize and schedule time for priorities first.
-  Gain awareness of how time is currently spent and how to minimize potential distractions.
-  Identify and commit to strategies for planning the day and sticking to them to get more done.





DELIVERING POWERFUL PRESENTATIONS

Being able to influence decision makers through delivering a strong presentation is an essential skill for any leader. Often leaders need to address challenges and prepare possible solutions for colleagues, or persuade company executives to embrace a new strategy with a compelling presentation. Within Delivering Powerful Presentations, participants will master presentation skills as they learn practical techniques for delivering well-planned, concise, informative, and engaging presentations. This uniquely designed program will allow participants the opportunity to practice their presentation skills, and receive peer and facilitator feedback.

INCLUSIONS

- ✓ Role Play
- ✓ Personalized Case Study
- ✓ Live Group Coaching
- ✓ Group Project Presentation

TIME EXPECTATION



Learning path: 6 weeks
Hourly breakdown: Approximately 6 hours

OBJECTIVES

-  Apply specific tips and techniques to plan, prepare, and deliver effective presentations.
-  Identify the eight essentials for giving dazzling presentations.
-  Analyze an audience and gear presentations to audience needs.
-  Master body language, voice, and other delivery skills along with delivering impactful introductions and conclusions.



OBJECTIVES



Understand the value and benefits of delivering exceptional customer service.



Master how to build rapport as the foundation to providing excellent customer service.



Learn and apply the keys to productive customer communications, including active listening skills and verbal and nonverbal communication skills.



Discover how to maximize existing company resources and follow current policies.

CUSTOMER ENGAGEMENT

Whether the “customer” is external (a purchaser of a company’s products and services or a caller on the main phone line, for example) or internal (user of an organization’s technologies, a consumer of health benefits or simply someone needing help with a project, to name a few), every employee can benefit from embracing their role in delivering excellent service to their “customers.” This learning path gives participants the perspective and skills they need to enhance relationships and deliver on promises made. Several customer service models are introduced that can be implemented immediately to improve service quality with all customers, external and internal alike.

INCLUSIONS

- ✓ Individual Call with Coach
- ✓ Live Group Coaching
- ✓ Role Play

TIME EXPECTATION



Learning path: 6 weeks
Hourly breakdown: Approximately 6 hours





OBJECTIVES

-  Guide team members' performance by using the four phases of the performance management process.
-  Use the SMART goal acronym to create clear and effective goal statements.
-  Identify different methods to track performance and analyze performance gaps.
-  Provide feedback that includes fact-based observation and identify rating biases that can hinder the accuracy of performance reviews.

PERFORMANCE MANAGEMENT

Regardless of level or title, every leader responsible for producing results through others is in the business of managing performance. The key to any leader's ability to successfully meet critical objectives is to know how to break down larger organizational and departmental goals into achievable, measurable outcomes for their direct reports. In this learning path, leaders learn and practice immediately applicable steps for more effective performance coaching and management, and tracking. They will also practice and increase their comfort level in giving fact-based feedback. The goal is to equip leaders with the skills they need to track performance, communicate their observations of performance through feedback, and coach direct reports to improve performance as well as provide tough feedback when performance is not meeting expectations.

INCLUSIONS

-  Personalized Case Study
-  Live Group Coaching
-  Choose Your Own Adventure

TIME EXPECTATION



Learning path: 7 weeks
Hourly breakdown: Approximately 7 hours





TEAM EFFECTIVENESS

Leaders often spend a large amount of their time concerned over organizational performance, customer satisfaction numbers, and financial reports. Yet, there is another, sometimes overlooked side of the story of a team's potential for success. This part of the story deals with organizational health, or specifically how a team agrees to accomplish results together. In this powerful learning path, participants practice practical strategies for building higher levels of colleague trust, engaging in healthy conflict for making better decisions, encouraging others to commit to team decisions, equipping team members to hold one another accountable, and producing collective results.

INCLUSIONS

- ✓ Role Play
- ✓ Choose Your Own Adventure
- ✓ Live Group Coaching
- ✓ *The 5 Dysfunctions of a Team* book

TIME EXPECTATION



Learning path: 10 weeks
Hourly breakdown: Approximately 7 hours

OBJECTIVES



Understand the importance and benefits of having a collaborative and cohesive team.



Learn the basic concepts of the five behaviors as defined in Patrick Lencioni's Five Behaviors of a Cohesive Team™ model.



Determine possible distractions that prevent team members from achieving team results.



Evaluate their own team's current level of cohesiveness and identify action steps to improve cohesiveness.





EMOTIONAL INTELLIGENCE

Various studies conducted throughout the U.S. have proven it: the primary causes of leadership derailment involve deficiencies in emotional competence in the workplace. It is the strength of “EQ,” or emotional intelligence, that equates to higher rates of success for leaders. Participants often describe this robust learning path as “life changing.” They learn the keys to improving emotional intelligence by increasing their capacity to be aware of, manage, and express their own emotions as well as to handle interpersonal relationships thoughtfully and respectfully in order to drive peak performance.

INCLUSIONS

- ✓ Personalized Case Study
- ✓ Live Group Coaching
- ✓ Emotional Intelligence Assessment

TIME EXPECTATION



Learning path: 7 weeks
Hourly breakdown: Approximately 7 hours

OBJECTIVES



Describe what Emotional Intelligence is and the impact it has on people at work.



Discover ways to identify emotional states and the impact on others.



Describe the collective mood of a group of people.



Practice self-management techniques to improve interactions with others.





LEADING EFFECTIVELY THROUGH CHANGE

Playwright George Bernard Shaw has noted, “Progress is impossible without change, and those who cannot change their minds cannot change anything.” A leader’s role in guiding teams and individuals through organizational changes will only become increasingly important as they grow. In this learning path, participants learn to discern the differences between change (the actual “event” itself) and transition (how humans experience change), and practice the skills and behaviors necessary to energize and align their people during times of change – ensuring the right people have the right conversations to move an organization forward.

INCLUSIONS

- ✓ Personalized Case Study
- ✓ Role Play
- ✓ Live Group Coaching
- ✓ Change Readiness Assessment

TIME EXPECTATION



Learning path: 7 weeks
Hourly breakdown: Approximately 8 hours

OBJECTIVES



Understand the difference between managing change and managing transitions.



Understand how neuroscience affects how we experience change and move through transitions.



Learn and practice communication skills to use during change and transition.



Create and implement strategies to successfully lead others through the stages of transition.





BUDDY TO BOSS

In this foundational 12-week Accelerator™ Program designed for geographically dispersed workforces, new supervisors and managers are equipped with the fundamental skills needed to diligently shift from team member to leader. Applying our universal development principles and philosophy, the Buddy to Boss course combines microlearning, live, remote group coaching, one-on-one coaching, reinforcement activities and structured accountability to create a dynamic and enriching learning experience.

INCLUSIONS

- ✓ Personalized Case Study
- ✓ Role Play
- ✓ Live Group Coaching
- ✓ DiSC Assessment

TIME EXPECTATION



Learning path: 12 weeks
Hourly breakdown: Approximately 8 hours

OBJECTIVES

-  Gain clarity on new and different expectations as a manager.
-  Navigate tough relationship shifts, set expectations and boundaries.
-  Discover preferred communication styles of oneself and others, and select the best method of communication to accomplish goals efficiently.
-  Learn how to communicate for maximum engagement.
-  Understand how to track performance, identify and analyze a performance gap and how to give feedback.
-  Uncover the various types of meetings and define a one-on-one meeting strategy that is most effective for individuals on a team.

TO GET STARTED, CONTACT:



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*Designed for the
emerging leader in the
geographically
dispersed workforce,
Accelerator connects
learners virtually for a
dynamic, enriching
learning experience.*

WHAT'S NEXT



Set Up Meeting



Organize and Prepare Your
Tailored Program



Train and Prepare Stakeholders



Communicate and Set
Participant Expectations



Launch Program



Develop, Measure, Monitor



Complete and Celebrate