

EXCEPTIONAL PERFORMANCE

Employee Development Courses

ENHANCING ORGANIZATIONAL CAPACITY



Alta Mesa Group, LLC's Bill Chiat facilitating a course for county elected officials

An overview of the capacity-building courses, workshops and executive coaching available from Alta Mesa Group, LLC. Each is designed to the specific needs of the organization or individual and can range in length from four hours to five days, depending on desired outcomes. Coaching sessions are individually structured with each person.

PERSONAL LITERACY

- ◆ Interpersonal Effectiveness: *Why Won't they Change for Me?* (including DiSC Personal Profile or Myers-Briggs Assessment)
- ◆ Credibility: How to Earn It, Keep It and Get It Back
- ◆ Develop and Communicate a Shared Vision
- ◆ Facilitation Practices – The Basics of Bringing People Together
- ◆ Training of Trainers (multiple subjects)

RESOURCE STEWARDSHIP

- ◆ Art and Practice of Organizational Leadership (including Leadership Practices Inventory)
- ◆ Executive Development
- ◆ Front-Line Supervisor Academy
- ◆ Coaching and Mentoring: Guiding the Growth of Others
- ◆ Performance Measurement and Management: *Accountability for Results*

RELATIONSHIP DEXTERITY

- ◆ Communication Practices that Matter
- ◆ Creating Collaborations to Last
- ◆ Team Building
- ◆ Powerful Presentations
- ◆ Leading Negotiations: *Tools to Craft Winning Solutions*
- ◆ Managing Meetings to Accomplish Results

- ◆ Leading and Facilitating Teams
- ◆ Dealing with Difficult People and Situations (including Thomas-Kilmann Conflict Mode Assessment)

STRATEGIC AGILITY

- ◆ Practices of Adaptive Leadership
- ◆ Crafting and Implementing Effective Strategic Plans
- ◆ Leadership and Change: *Practices to Move Organizations*
- ◆ Organizational Transformations: *Making Sustainable Change*
- ◆ Problem Solving and Decision Making
- ◆ Process Improvement and Control
- ◆ Political Leadership: *Building Blocks of Effective Governance*

COURSE FEATURES

- ◆ Adult-based learning
- ◆ Hands-on approach
- ◆ Workplace application
- ◆ Local government focused
- ◆ Experienced instructor in city and county management
- ◆ Unique participant learning and resource materials designed for local government

PUBLIC SERVICE ADVOCACY

- ◆ Local Governance in California
- ◆ Delivering Exceptional Customer Service
- ◆ Working Well with the Media
- ◆ Facilitating Community and Public Meetings
- ◆ Entrepreneurial Academy for Public Agencies

