THE CHARMM'D FOUNDATION PRESENTS

LEADERSHIP ACADEMY

DEVELOPING THE PEOPLE SIDE OF LEADERSHIP CLASS OF 2024

The Leadership Academy is for those who are new to leadership, are being considered for a leadership role within the next couple of years and/or are looking for fundamental training on the people side of leadership.



CONTACT US NOW TO GET ENROLLED!



THE CHARMM'D FOUNDATION PRESENTS

LEADERSHIP ACADEMY

DEVELOPING THE PEOPLE SIDE OF LEADERSHIP CLASS OF 2024

ABOUT

One of the most important aspects of leadership is bringing out the best in others and using strategies such as understanding yourself and your team, ethical reflection, active listening, empathy, effectively communicating, and empowering others. While tactical skills can be learned in the moment, knowing how to engage with others is often missed when moving into a leadership role. Mastering these skills is fundamental for achieving effectiveness and success as a leader. The Charmm'd Foundation's Leadership Academy program is for those who are new to leadership, are being considered for a leadership role within the next couple of years and/or are looking for fundamental training on the people side of leadership.

PROGRAM DETAILS

The Leadership Academy offers multiple opportunities for Participants to build strong networks through workshops and Peer Advisory Group discussions for continued growth, support, and friendships.

Throughout the program, Participants will enjoy learning from Keynote Speakers, Panel Experts, Community Speakers, Mentors, and fellow Participants. Participants will collaborate in Peer Advisory Groups (PAGs) alongside their Mentors to receive guidance on their self-identified goals. They will engage in discussions about insights from the workshops, solve problems, and contemplate thought-provoking questions to foster strategic thinking.

To ensure a high-quality learning experience, Participants who have a strong desire to lead and better their organization will be chosen.

A pre-requisite for participation in the Leadership Academy will include approval from the Participant's leader and an exploratory interview with the candidate.

Acceptance into the program will be communicated on an ongoing basis.



KEY BENEFITS

At a great nonprofit price, Participants will:

- Learn from Keynote Speakers, Panel Experts, Community Presenters, Mentors, and fellow Participants.
- Have a self-identified goal to help enhance their communication skills for years to come.
- Establish an understanding of self through the DISC profile and authenticate who they
 want to be as a leader.
- Gain an understanding of how to make ethical decisions through the lens of their values.
- Build the powerful habit of truly listening to become an effective communicator.
- Be introduced to the nine saboteurs and how to turn the negative emotions they
 generate into positive thoughts to manage our daily lives.
- Obtain skills to handle difficult situations and have crucial conversations while managing their own emotions.
- Take in how to be an empathetic leader.
- Capture best practices and the value and safety of collaborating with a strong network
 of colleagues.
- Grasp what is required to lead.
- Acquire new perspectives, find clarity, and walk away with more confidence.
- Take in ideas to bring back to your organization.

MENTORS ***

Mentoring is a proven approach to enhance learning. At each workshop, Peer Advisory Groups will be hosted by Community Leaders (Mentors) experienced in their own leadership journey. Mentors will share their knowledge and serve as a sounding board for Participants. Following each workshop, Mentors will answer any questions Participants have related to the program content.

Mentors will facilitate the PAGs held between the workshops allowing the members to reflect on the learnings, share new perspectives, ideas, concerns and walk away with answers that can propel everyone forward. They also support, encourage, and offer advice on Participant's self-identified communication goal on an ongoing basis.

Here's what our mentors have to say...

I so appreciate the opportunity to mentor young leaders in The Charmm'd Foundation Leadership Academy. I am learning from this group and feel that we have very quickly created a caring group that is supportive of each other in their leadership journey and in achieving their goals. The learning opportunities for all have been excellent.

MARILYN KRIEGER

After years of benefitting from having Mentors and being in groups with Mentors of different ages and career journeys, it makes sense to serve in this way. I am happy that I have been able to do so.

SCOTT JEWITT

I very much enjoy being a Mentor. Charmm'd does an amazing job organizing and providing resources to successfully guide this process. Collectively, it's an amazing opportunity to truly make a difference in the leadership development of others for our future.

RAY LECHNER

WORKSHOPS AND LUNCH & LEARNS

Participants will enjoy a series of workshops and Lunch & Learns that provide a multifaceted learning structure. Each program is designed to address theory, application, and practice.

Keynote Speakers, Panel Experts, and Community Presenters will present theories on the people side of leadership. During the workshops and Lunch & Learns, Mentors may be asked to lead their PAGs in breakout room conversations and share their own knowledge of the topic as appropriate. In each session, Participants will have the opportunity to claim action items to put what was learned into practice. They will have multiple opportunities to discuss their progress with others for accountability.

YOU CHOOSE...

The Leadership Academy provides a comprehensive development curriculum with multiple program choices. Out of the seven programs (workshops / Lunch & Learns) offered, we ask that you commit to selecting and attending at least five that align with your professional development goals.



WORKSHOP 1 DISC: A TOOL FOR GREATER SELF-AWARENESS AND IMPACT

February 13, 2024 8:00 AM - 11:00 AM CST virtually via Zoom





WORKSHOP 4 CRUCIAL CONVERSATIONS: HOW TO EFFECTIVELY "GO THERE" TO MANAGE CHALLENGING RELATIONSHIPS

June 12, 2024 8:00 AM - 11:00 AM CST virtually via Zoom



WORKSHOP 2 LISTENING WITH INTEGRITY

April 10, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Marcus Straub



Tom Southall

WORKSHOP 5 - LUNCH & LEARN STRENGTHENING YOUR LEADERSHIP TOOLBOX FOR DIFFICULT CONVERSATIONS

August 22, 2024 11:30 AM - 1:00 PM CST virtually via Zoom



WORKSHOP 3 - LUNCH & LEARN CONQUERING YOUR INNER SABOTEURS

May 21, 2024 11:30 AM - 1:00 PM CST virtually via Zoom







WORKSHOP 6 NAVIGATING ETHICAL LEADERSHIP: A PANEL DISCUSSION

September 12, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Susan Marcos Gibson Levy



WORKSHOP 7 LEADING WITH HEART: THE POWER OF EMPATHETIC LEADERSHIP

November 13, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Payal Beri

WORKSHOP 1

DISC: A TOOL FOR GREATER SELF-AWARENESS AND IMPACT

February 13, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Presented by
Sheri Miller, CPCC, CPQC,
TTI Certified in DISC, DF & EQ,
Executive Director. The Charmm'd Foundation

Your leadership journey evolves when you deepen your self-awareness and create room for greater impact. As you embark on your Leadership Academy journey, we invite you to explore your behavioral style and increase your understanding of what you do and why you do it. What you learn about yourself through the DISC will broaden your thoughts on the following: What is your behavioral style? How do you show up at work, in life? What do others see? Where are you helping and hindering your influence? Prior to the workshop, you will take a TTI Success Insights Behaviors (DISC) Assessment. This science-based report you will receive stands out from others in the marketplace. It provides an in-depth analysis of your behavioral profile and indicates tendencies in areas such as pace. energy, communication, decision-making, and approach to conflict, among others.





In this workshop you will learn:

- How to interpret your DISC profile.
- Observable behaviors in regard to:
 - How you respond to problems and challenges.
 - How you influence others to your point of view.
 - How you respond to the pace of the environment.
 - How you respond to rules and procedures set by others.
- Strategies to help you communicate with others.
- How to use DISC as a tool for reflection and growth.
- Insights on the power you have within!

WORKSHOP 2 LISTENING WITH INTEGRITY

April 10, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Presented by Marcus Straub, Founder & CEO, Life Is Great Coaching & Consulting, Inc.

While listening is essential to the development of all successful, trust-based, thriving relationships, it is regularly cited as a critical communication barrier across all personal and professional settings. In general, most people do not understand the difference between hearing and listening and have never received formal training in the techniques required to become an integrity-based listener.

As technology continues to advance and remote engagement for work and school become our new normal, the challenges associated with understanding, correctly interpreting, and remembering what is being heard while actively engaging with others are on the rise. Despite age, intelligence, values, belief systems, or one's position in life, listening is a skill that can be taught, developed, and honed over time. Listening habits are an art form that, when repeatedly prioritized and practiced, will deliver meaningful, immediate, and long-lasting results.

Listening with IntegrityTM is a timely and transformative workshop. It is purposefully designed to bring key behavioral strategies, mindset, and the power of presence to the forefront while integrating experiential learning to adopt purposeful and productive communication styles. These new skills will have a positive and lasting impact on all personal and professional interactions.

In this workshop you will learn:

- To recognize ten listening blocks and pinpoint those used most often.
- The fundamentals of Listening with Integrity™
 and learn to model techniques that positively
 influence the behaviors of others.
- Three highly actionable skills that can be implemented immediately to improve the development of all professional and personal relationships.
- The importance of body language and tone and how to overcome technology barriers to consciously improve listening outcomes.
- Simple strategies to apply the principles of The Golden Rule of ListeningTM to have a positive and lasting impact on the lives of others.



Every individual is a leader in their own right — whether they want it, believe it, or have the title. Every day, we lead by our example, in business and in the living of our lives. Our ability to lead effectively, with character and integrity, matters more than we might ever realize.

MARCUS STRAUB

WORKSHOP 3 - LUNCH & LEARN

CONQUERING YOUR INNER SABOTEURS

May 21, 2024 11:30 AM - 1:00 PM CST virtually via Zoom

Presented by
Sheri Miller, CPCC, CPQC,
TTI Certified in DISC, DF & EQ,
Executive Director, The Charmm'd Foundation

Do you ever wonder why negative self-talk creeps into your mind from time to time? It's our saboteurs speaking and feeding our heads with negative emotions of stress, shame, blame, and guilt. It's these Saboteurs that can hinder our ability to have a difficult conversation. With the right awareness, we can learn to change these negative thoughts into positive ones to help us move forward in our conversations.

In this workshop you will learn:

- What a saboteur is, and which ones are your most active. These will be identified through an assessment taken prior to the workshop.
- How your saboteurs keep you from being and doing your best.
- How these saboteurs can get in the way of you having difficult conversations. Leave with tips on how to overcome them.



What our Participants say about <u>lea</u>dership Academy...

The Charmm'd Foundation Leadership Academy has provided me with invaluable insights into effective leadership strategies, communication techniques, and personal development. The mentorship component of the Academy allows for relationship building between peers from other organizations, resulting in a group of people who you can rely on but are outside of your day-to-day operations. The Leadership Academy has been the perfect combination of focusing on emotional intelligence techniques, evolving my own self-awareness, and developing a mindset that empowers me to become a better leader.

CAMERON BURRELL

The Leadership Academy bolstered my confidence in harnessing my talents and affirming my strengths as a leader.

KIMBERLY MACK

The Charmm'd Foundation has increased my leadership skills by offering me best practices that enhance my managerial style and develop my performance as a leader.

THALMA BROOMS

The high-impact speakers in Leadership Academy have been covering resonant topics and providing essential tools for my leadership journey. I have also benefited from being in a cohort with people from a variety of professions and disciplines who share my desire to grow personally and professionally. This experience has exceeded my expectations.

STEVEN MICHAEL ADAMS

WORKSHOP 4

CRUCIAL CONVERSATIONS: HOW TO EFFECTIVELY "GO THERE"TO MANAGE CHALLENGING RELATIONSHIPS

June 12, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Presented by Orla Castanien, Speaker, Trainer, Coach, Consultant, and President of Perspectives Leadership

We all have a voice or a feeling in our gut that tells us when we have to have a crucial conversation. We can either move toward the conversation despite our trepidation and angst or avoid it, which usually creates even more duress in our relationship. Given the importance of building trust and rapport with our colleagues, we all need to learn how to successfully "go there" to resolve our concerns. In this workshop, strategies and techniques will be shared for holding crucial conversations as well as other practical tools. You will have an opportunity to prepare for and practice a real conversation in order to transform the conversation into opportunities for improvement and relationship building.



Please bring your DISC report. We will be discussing communication styles throughout this session

In this workshop you will learn:

- What steps to take when having a difficult and candid conversation.
- To understand different communication styles and how to adapt.
- How to be open-minded to others' ideas while listening with understanding and empathy.
- To understand both the mindset and the skills necessary to have effective conversations.
- How to ensure you are making solid agreements to shore up accountability.



A Fierce Conversation is one in which we come out from behind ourselves and into the conversation and make it real.

SUSAN SCOTT

WORKSHOP 5 - LUNCH & LEARN

STRENGTHENING YOUR LEADERSHIP TOOLBOX FOR DIFFICULT CONVERSATIONS

August 22, 2024 11:30 AM - 1:00 PM CST virtually via Zoom

Presented by Tom Southall, Retired Executive, Illinois Tool Works (ITW), a Fortune 500 company

We've all been there...faced with the dreaded difficult conversation we must have and wish we could avoid, but we need to effectively communicate the message. We all have an individual style we bring to the conversation. Hear from a top-level executive as he shares his own knowledge, experiences, and stories on how to build and execute the conversation with honesty, transparency, compassion, and effectiveness.

In this workshop you will learn:

- Insights into holding difficult conversations from an executive with years of leadership experience in this area.
- Communication "tools" based on your individual style.
- Answers from the executive and others in the room while also having the opportunity to ask thought-provoking questions.



What are the benefits to joining Charmm'd?

Charmm'd has given me so much already with all of the contacts made in Charmm'd, words of wisdom along the way, and the opportunity to get to know myself and my colleagues better.

With the tools shared, I garnered the strength, confidence, and knowledge to change my employment trajectory. I will be forever grateful for all of you at Charmm'd and for this journey.

I LOVE my job now and LOVE going to work every day. ${\tt SHERRY\ PRAUSE}$

WORKSHOP 6

NAVIGATING ETHICAL LEADERSHIP: A PANEL DISCUSSION

September 12, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Co-Facilitated by
Susan Gibson, The Charmm'd Foundation and Marcos Levy, Wilmette Public Library
Panel members will be selected in 2024





In an increasingly complex and interconnected world, ethical dilemmas arise in various facets of our lives. Leaders are expected to make responsible decisions, uphold moral values, and guide themselves, their organizations, and communities toward ethical behavior. Navigating the complexities of ethical leadership requires a deep understanding of moral frameworks, current events, a commitment to transparency and accountability, and the ability to adapt to changing circumstances.

Join a distinguished panel of experts as they delve into a discussion on ethical frameworks, leadership, and practical solutions. Participants will have the opportunity to take what they have learned in workshops thus far and put it into practice during this workshop. They will ask questions, participate in small-group discussions, and explore different perspectives along with ethical solutions for work-related events. These interactive activities will encourage critical thinking and ethical reasoning. Participants will leave with strategies, tools, a renewed commitment to ethical leadership, and a readiness to apply ethical solutions in their respective spheres of influence.

In this workshop you will:

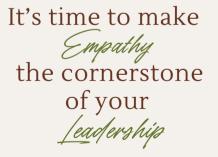
- Ponder the influence and impact of ethical leadership both personally and professionally.
- Gain insights into the ethical dimensions of current work-related events and their impact on leadership.
- Engage with peers to foster a broader perspective on ethical challenges.
- Learn actionable strategies to navigate ethical dilemmas in various professional settings.

WORKSHOP 7 LEADING WITH HEART: THE POWER OF EMPATHETIC LEADERSHIP

November 13, 2024 8:00 AM - 11:00 AM CST virtually via Zoom

Presented by
Payal Beri, Ph.D., Founder, Organizational Psychologist, RK Empathy

In today's dynamic and rapidly evolving business landscape, empathy has emerged as a critical skill for leaders to build strong and effective teams. Leaders who prioritize empathy create a positive work environment where others feel valued and understood. These leaders foster strong relationships, build trust and collaboration, resulting in improved team performance and productivity. Empathetic leadership promotes overall well-being, creating an organizational culture that attracts and retains top talent. Embark on this journey to acquire strategies, valuable resources, and practical tools that will empower you to develop and enhance your empathetic leadership abilities and make a lasting impact on your organization.





In this workshop you will learn:

- Explore the concept of empathetic leadership and its impact on team dynamics and organizational culture.
- Reflect on your internal identity and how this influences your mindset and approach to your team.
- Learn strategies to balance empathy and mutual accountability during stress, conflict, or difficult conversations.
- Practice perspective-taking exercises to better understand others' emotions and experiences.
- Gain tools to make more informed and compassionate decisions as a leader.

PEER ADVISORY GROUPS (PAGs)

Peer Advisory Groups offer a platform for Participants to share what they are learning, and implementing and the status of actions claimed during the last workshop. Participants can openly discuss their goals, seeking guidance and support from their peers and Mentor. PAG discussions foster a safe and collaborative space for brainstorming, problem-solving, and cultivating meaningful relationships.

These discussions are led by the Mentors of each Peer Advisory Group. Mentors and Participants will decide to meet virtually, in person, or through a combined hybrid approach.



DATES & TIMES FOR PEER ADVISORY GROUP DISCUSSIONS



Here is what Participants can expect from their PAG:

- A confidential space to learn, grow, and create connections with a diverse group of peers.
- An opportunity to discuss and collaborate on current leadership topics and practices with talented leaders such as yourself.
- Attain a variety of resources that can be put in your leadership toolbox.
- Accountability and support from others while developing new skills and gaining different perspectives and confidence.
- Leaders supporting leaders... learning and growing together.

PROGRAM PARTICIPATION

QUALIFICATIONS

The Leadership Academy is open to a select group of tax-exempt Participants. To qualify, the following criteria must be met:

- Approval from the Participant's leader and an exploratory interview with the Candidate.
- The Candidate has one or more of the following qualifications:
 - (1) A growth mindset.
 - (2) New to leadership.
 - (3) Is **being considered for a leadership role** within the next couple of years.
 - (4) Is looking for fundamental training on the people side of leadership.
- The Candidate has the desire and drive to learn leadership skills and what leading others entails.
- The Candidate is **motivated to do better** for the organization and the community.
- Charmm'd believes the Candidate will be a good fit with others in the program, all supporting one another and their growth.
- They are at similar points in their career as others in the program and thus can identify
 with fellow peers and build relationships.

REQUIREMENTS

Requirements for Participants and their Leader:

- We ask leaders to allow Participants time to attend workshops and Peer Advisory Group discussions.
- From the menu of professional development programs, participants choose and attend
 at least five of the seven offered that align with their goals.
- Participants come to each program and Peer Advisory Group with a growth mindset and are prepared to learn and enhance the experience for all.
- Participants will engage in a mid-year check-in with a Charmm'd representative to measure growth and see how we can make this program even better for you.
- Participants will claim a communication goal prior to the start of the program and with the support of their Mentor and PAG work towards that goal throughout the year.
- Participants will leave each workshop with an action item to practice strengthening their leadership skills.
- We ask for feedback along the way. Hearing from others allows us to gain insights, hear new ideas, and continually work to provide high-quality programming for our leaders.
- An estimated 30 hours will be required for workshops and Peer Advisory Group attendance.

READY TO ENGAGE?



APPLICATION

Charmm'd will have conversations with both the Candidate and their leader to ensure fit. To schedule a call and learn more about the next steps, **contact Susan Gibson**, **Program Director** by email at **susan@charmmdfoundation.org** or by phone at **847-883-9932**.



ACCEPTANCE

Acceptance into the program will be communicated on an ongoing basis.



COST

We are able to offer this program to our leaders at the deeply discounted price of \$550 per Participant. Comparable, programs through other entities can cost upwards of \$1,000 or more.



DATES AT A GLANCE



DISC: A TOOL FOR GREATER SELF-AWARENESS AND IMPACT

February 13, 2024, 8:00 AM - 11:00 AM CST virtually via Zoom



PEER ADVISORY GROUP DISCUSSION

March 14, 2024, 8:30 AM - 10:30 AM CST virtual/hybrid/in-person - depending on your PAG



LISTENING WITH INTEGRITY

April 10, 2024, 8:00 AM - 11:00 AM CST virtually via Zoom



PEER ADVISORY GROUP DISCUSSION

April 30, 2024, 8:30 AM - 10:30 AM CST virtual/hybrid/in-person - depending on your PAG



CONQUERING YOUR INNER SABOTEURS

May 21, 2024, 11:30 AM - 1:00 PM CST virtually via Zoom



CRUCIAL CONVERSATIONS: HOW TO EFFECTIVELY "GO THERE" TO MANAGE CHALLENGING RELATIONSHIPS

June 12, 2024, 8:00 AM - 11:00 AM CST virtually via Zoom



PEER ADVISORY GROUP DISCUSSION

July 11, 2024, 8:30 AM - 10:30 AM CST virtual/hybrid/in-person - depending on your PAG



STRENGTHENING YOUR LEADERSHIP TOOLBOX FOR DIFFICULT CONVERSATIONS

August 22, 2024, 11:30 AM - 1:00 PM CST virtually via Zoom



NAVIGATING ETHICAL LEADERSHIP: A PANEL DISCUSSION

September 12, 2024, 8:00 AM - 11:00 AM CST virtually via Zoom



PEER ADVISORY GROUP DISCUSSION

October 8, 2024, 8:30 AM - 10:30 AM CST virtual/hybrid/in-person - depending on your PAG



LEADING WITH HEART: THE POWER OF EMPATHETIC LEADERSHIP

November 13, 2024, 8:00 AM - 11:00 AM CST virtually via Zoom



PEER ADVISORY GROUP DISCUSSION

December 5, 2024, 8:30 AM - 10:30 AM CST virtual/hybrid/in-person - depending on your PAG



2025 AND BEYOND

The Charmm'd Foundation will conclude our service journey in December 2024.



Before we leave, we will work with Participants to determine who wants to stay connected and be involved in a Peer Advisory Group. For those interested we will coordinate conversations with the PAG Facilitators and/or Mentors. Serving you has been our privilege, and we express our heartfelt gratitude for being part of your journey.

The Charmm'd Foundation

OUR PURPOSE

Realizing that leaders have a huge impact on future success, The Charmm'd Foundation was created to focus on leadership development for each individual's own personal happiness and the success they will create because of this. The Foundation provides services and resources that will help unlock the untapped leadership potential and enhance the leadership capacity among primarily tax-exempt organizations and ultimately have leaders working together to build an even healthier community.

OUR VISION

Strong Leaders. Collaborative Organizations. Healthy Communities. ...Today, Tomorrow, and Beyond.

WHAT YOU CAN EXPECT FROM CHARMM'D...

- We aim to provide and exceed your expectations based on what is shared in this brochure.
- We do frequent evaluations for feedback to ensure we are making your time worthwhile and show our commitment to you in your leadership journey.
- We create a safe environment.
- We focus on making sure you walk away feeling heard and respected.
- Because you matter, we strive to empower you!

This is our journey and what we strive for everyday...

We aren't here for a long time so let's create the best life we can! Search for your ideas in the clouds. Go slow to go fast. Find love in helping others succeed. Challenge yourself. Value those ground you...even those you don't like. Act with intention. Feel free to be you...every time. Be wildly curious. Welcome and honor the diversity of others. Push the boundaries. Show passion in all you do. Be a leader. Focus relentlessly on your vision and make your ideas realities. Laugh, a lot. Know you are not alone. Listen more than you talk. Stay humble. Embrace the unexpected. Be uniquely you! Act ethically, Make your best even better, Dream big, Receive others with a heart of peace. Reflect on how you affect others. Collaborate. Go all-in. Welcome white space and relish in the pause. Be honest from your heart and your gut. Seek to learn from your failures and move on. Grow those ground you. Be a role model. Hold safety in the highest regard. Aim to exceed expectations. Be accountable. Welcome feedback, Say what you're going to do and do what you say. If you're not learning, you're not growing. Ignore what's normal and play in the unknown. Act with compassion. Celebrate. Ask the hard questions. Imagine the possible not the impossible.

Together we can make a difference.

Let's make it happen!

