

APPENDIX 3

POSITIVE PRESENCE PROGRAM

LEVEL 1 – Self-awareness (Foundational)

SESSION 1,2

INTRODUCTION

- Introduction to Organizational Tactical Capacity i.e. the behaviour beyond your technical expertise
- Introduction to the Centre for Influential Leadership
- The Performance Driver Model
- The Journey of Influential Leadership – Quality of Work And Quality of Life
- The physics of Life: E+R=O (Event plus Response equals Outcome)
- Maximizing the Response
- Personal Breakthroughs Drive Organizational Breakthroughs
- Neuroscience
- Ongoing development of awareness, mindfulness practices, and the power of gratefulness and an open mind
- Job Skills Rise No Higher Than Behaviour Skills
- The Intangibles: How You Feel; How You Think; How You Behave
- Quality Management in the Knowledge Economy
- The 3 Domains of Influential Leadership and their Principles
- Closing the Gap in Performance
- Change-Resistance and Unwanted Change
- Strength and Credibility
- Positive Presence and Your Behaviour – “your 20-square feet”
- Brain Neuroplasticity

SESSION 3,4

BEHAVIOUR DOMAIN: SELF-AWARENESS

Behaviour Principle: Discover & Establish Your Inner Core

- Who Are You and What Do You Believe In
- You Are What You Think
- The Law of the Harvest
- Mutual Beneficial Meaningful Purpose
- The Heart of Influential Leadership
- Daily Discipline
- Positive Presence and Your 20-Square Feet
- Change-Resistance and Unwanted Change
- Are You Change Capable
- About the Positive
- Ongoing development of awareness, mindfulness practices, and the power of gratefulness and super focus for inspired creative energy
- Tactical Capacity & Quality Management in a Knowledge Economy
- Core Values At Work
- Are You Fully Engaged
- Building a Strong Foundation
- The Performance Equation
- The Journey to Closing the Gap in Performance
- Your Values
- Stress
- About the Negative

SESSION 5,6

BEHAVIOUR DOMAIN: SELF-AWARENESS

Behaviour Principle: Create Your Personal Purpose Statement

- Event plus Response equals Outcome: The Physics Of Life
- How Values Affect Behaviour
- Where Are You And Why Are You Here
- Your Values vs. Organizational Values
- The Keys to Self-Management
- The Power of Focus
- A Positive Mindset
- Ongoing development of awareness, mindfulness practices, and the power of a clear mind and focus for a new way of thinking
- The Virtue of Persistence
- Are You Engaged
- People with Purpose
- Focus and Your Brain
- Self-Awareness and Focus
- Creating Your Personal Purpose Statement: Personal & Professional
- Dina's 3x3

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SESSION 7,8

BEHAVIOUR DOMAIN: SELF-AWARENESS

Behaviour Principle: Accept Responsibility and Ownership of Self

- The Four Elements of Purpose
- The Attributes of The Performance Excellence Focusing System
- Taking Responsibility – What Does It Mean
- Vital Strengths That Ensure Success
- Perspective and Perception
- Leveraging Responsibility
- Revealing Character
- Getting Unstuck
- Where’s The Problem
- The Bigger The ‘Event’ The More Important The Response
- The Knowledge Worker
- Ongoing development of awareness, mindfulness practices, and the power of focus and inner-strength to train your brain
- Being Prepared For The Big ‘E’
- The Proactive Model
- Your Mental Model And Your Behaviour
- Improving Behaviour Vs. Improving Performance
- Developing The Proactive Habit – What Is It
- Your Circle Of Influence
- The ‘Excuse Trap’
- Change Capacity and Neuroplasticity
- To Live Is To Change
- How Positive Thoughts Lead To Positive Emotions Lead To Positive Behaviours
- Sharon’s APB

SESSION 9,10,11

BEHAVIOUR DOMAIN: SELF-AWARENESS

Behaviour Principle: Discover Your Primary Behaviour Domain

- Behaviour – Tangible Or Intangible
- The Proactive Model and Circle of Concern
- You Are Unique – Or Are You
- People Problems – Why Does This Happen
- Why Relationships And Teams Fail
- Importance of Self-awareness
- Role Overload And Burnout
- Compassion Fatigue and Vicarious Trauma
- The Human Condition Of Perception
- The Circle of Reality
- The Toxic Colleague
- Ongoing development of awareness, mindfulness practices, and the power of releasing brain blocks and expanding inner strength for infinite wisdom and peaceful strength
- How Real is REAL
- Reality Matrix
- The Needs Of A Leader/Manager And Consequences If Unmet
- Situational Leadership Model
- DISC Behaviour Profiling
- Applications of Behaviour Profiling
- The Four Scale Styles and Characteristics
- Your Behaviour Profile & Expectations
- Where and How Do You Fit
- Behaviour Flexibility

LEVEL 2 – Collaboration (Relational)

SESSION 12,13

BEHAVIOUR DOMAIN: COLLABORATION

Behaviour Principle: Develop Critical Thinking to Change Performance

- Collaboration – A New Way of Thinking
- What’s In Your 20 Square Feet
- Your Bio-Field, Your Mindset, And Your Behaviour
- The 10 Principles and the Equation of Life
- Overcoming Your Natural Resistance To Change
- Knowledge Workers and Knowledge-Based Organizations
- The Neuroplasticity of Your Brain
- Behaviour Profiling and Leading
- Competition or Collaboration
- Collaboration as a Culture
- Characteristics of Low (or no) Collaboration
- What you can control
- Mindsight
- Ongoing development of awareness, mindfulness practices, and the power of opening your mind and training your brain for a new perspective
- Critical Thinking – What Is It
- The 9-Dot Thinking Puzzle
- Perception / Mental Models
- Maximizing Your Thinking
- The Thinking Process – Slow It Down, Break It Down
- The Intellectual Virtues Of Critical Thinking
- Purposeful Reflective Judgment
- Contrasting Thinking Habits
- Your Brain and Critical Thinking
- Attributes of a Critical Thinker
- The Value of Critical Thinking
- Group Think
- Collaborative Meetings

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SESSION 14,15

BEHAVIOUR DOMAIN: COLLABORATION

Behaviour Principle: Manage Emotion for Performance Lever

- The Emotion of Collaboration
- Collaborative Performance
- Emotional Self-management to Drive Goal Achievement
- Developing Cognitive Strength for Emotional Intelligence
- Managing Behaviour via Emotion
- Emotional Deficits
- Emotional Demands
- Cognitive Strength for Mental Toughness
- Do Your Emotions Manage You?
- Emotional Intelligence
- Ongoing development of awareness, mindfulness practices, and the power of gratefulness and focus to give and receive freely
- The Importance Of Emotions
- Emotions as a Call to Action
- Emotions and the Life Equation
- The Circle of Reality and Emotion
- Emotions – Productive or Disruptive
- Emotions and Collaborative Focus
- The Power of Focus on Emotion
- The Four Quadrants of Emotion for Collaboration
- Change Theory and Emotions
- Behaviour Profile and Emotions
- Emotional Management Action Steps

SESSION 16,17

BEHAVIOUR DOMAIN: COLLABORATION

Behaviour Principle: Create & Sustain Highly Effective Relationships

- The Collaborative Culture of Relationship
- Choose Your Attitude for Success
- What is Collaborative Relationship Behaviour
- Collaboration vs. Title and Rank
- What's In It for Me?
- The Seven Relationship Needs of an Integrated Team
- The Blame Game
- Mental Models of Collaboration
- Relationships Build Team Work
- Discipline, Persistence & Common Sense
- Attributes of a Great Teammate
- The Relationship Challenge
- Trust-Earning Behaviour
- Key Relationship Killers
- Heart Math
- Ongoing development of awareness, mindfulness practices, and the power of an open mind of gratitude and opportunity to freely receive infinite wisdom
- Barriers to Transforming Culture
- The 5 Don'ts of Collaboration
- Team Development for Collaboration
- Seven Keys to Productive Relationships
- The Three Dimensions of Trust
- RPE – Repeated Positive Experience
- Action Steps to Build Trust
- The Question of Goals, Roles and Expectations
- Taking Initiative to Communicate for Relationships
- Interpersonal Limitations of Communication
- Commit to Success of Others
- Effective Conflict
- Recognize, Respect, Respond and Adjust to Behaviour Styles

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LEVEL 3 – Connection (Operational)

SESSION 18,19

BEHAVIOUR DOMAIN: CONNECTION

Behaviour Principle: Dedicate Self to Continuous Learning

- The Continuous Learning Model
- Investing in Your Future
- Learning as an Active Process
- Experience Is Inevitable (E+R=O)
- Sharpen Your Edge
- Connection Is Operational
- Learning as an Individual Choice
- Learning as a Collaborative Team Choice
- Learning as an Organizational Choice
- Learning for a Change
- Critical Steps in the Pathway to Learning
- Mindfulness & Meditation
- Ongoing development of awareness, and the power of connecting body, mind and soul with thoughts and neural pathways that serve and strengthen inspired peaceful energy
- Impediments to Learning
- The Arrogance in Learning
- The 8 Action Steps of Learning
- Index of Learning Styles
- Experiential Learning Theory (ELT)
- Learning Styles
- VARK / VAC
- Learning vs. Behavioural Style
- DISC vs. Learning Style
- Collaborative Learning an Imperative for Growth
- Life as a Continuous Learning Process
- Self-coaching

SESSION 20

BEHAVIOUR DOMAIN: CONNECTION

Behaviour Principle: Manage Priorities for Maximum Pay-off

- The Discipline of Priority Management
- Connection as a Strategy
- The Time of Your Life – Step By Step
- The Time of Your Life – Chronos vs Kairos
- It's Only a Matter of Time
- Time Wasters
- The Time Matrix
- Four Key Disciplines of Priority Management
- Ongoing development of awareness, mindfulness practices, and the power of the mind to breakthrough barriers to create a new perspective of receiving wisdom and support
- Four Action Steps to Prioritize
- Organizing for Success
- Maximizing Your Time
- Analyze for Awareness
- 4 Daily Disciplines
- Task Analysis
- The Behaviour Styles of Priority Management
- Gratefulness

SESSION 21

BEHAVIOUR DOMAIN: CONNECTION

Behaviour Principle: Develop & Enhance Communication Skills

- Communication Strategy as an Operational Process
- Effective Communication as a Leadership Duty
- Making the Connection for a Culture of Collaboration
- The Illusion of Communication
- The Communication Process
- The Excuse Trap
- The Top 6 Excuses for Ineffective Communication
- Four Action Steps for Communication
- Giving
- Ongoing development of awareness, mindfulness practices, and the power of a grateful heart to inspire, guide and nourish the mind with gentle wisdom and peaceful strength
- Care Deeply
- Listen Carefully
- The FOCUS Method Listening Discipline
- The 8 Keys to Communicate Effectively
- Communication Criteria
- Adjust Your Behaviour Style Appropriately
- Profile Behaviour of Communication
- Communication
- Lean vs. Positive Presence Philosophy