



LEADERSHIP COURSE CATALOG

ARRINGTONCOACHING.COM
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OURCOMPANY

Preparing Leaders for
What's Now & What's Next!



OURWHY

Arrington Coaching began after a decade of coaching leaders and a doctoral project collided in David's brain. David's idea was to redefine what leadership meant for an entire generation of leaders.

We want to empower people-centered, balanced leaders who understood that leadership is something done with people, not to them. Leaders who know the power in leadership doesn't lie with the leader but with the led.

OURWHAT

We partner with you to provide leadership development that builds bench strength, empowers teams, and strengthens culture.

Arrington Coaching is a premier, full-service leadership coaching and training company. We've coached, trained, and inspired hundreds of corporate, non-profit, and governmental leaders.

You can think of us as force multipliers, accelerating results and improving your leadership capabilities.

We specialize in leadership development: executive coaching, leadership coaching, team coaching, leadership training, and inspirational keynotes.

We are still referencing things we learned during our time with Dr Arrington. We are looking forward to our next session with him. If you are looking for an engaging and knowledgeable speaker, trainer, or coach I highly recommend the DOCTOR! You'll be happy you've engaged with him if you want to take your performance and your team's performance to new heights.

Sharon Fanto
Head of Business Activation





CLARIFY

We are partners, not just vendors. It's imperative that we understand what the real concerns are before moving forward. This begins with a phone call.



CREATE

We work with our clients to create enjoyable and memorable learning experiences. We believe adult learners retain more when the pressure is off.



COLLABORATE

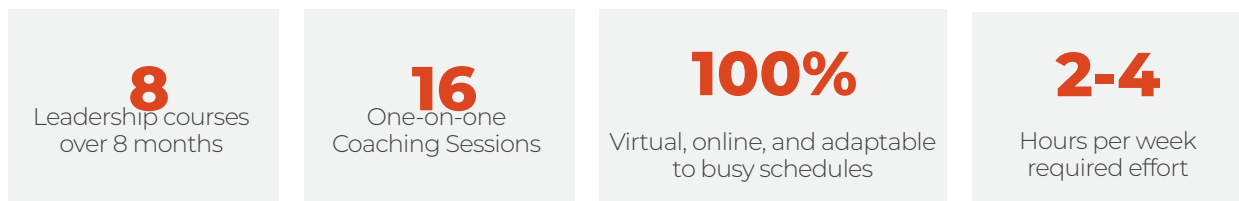
We work with our clients to develop leadership development programs that meet their organizational needs now and into the future.

OUR PROGRAMS

ASCEND EXECUTIVE LEADERSHIP DEVELOPMENT

The [ASCEND Executive Leadership Certificate Program](#) has a singular focus to enable good managers and effective supervisors to become capable, trusted leaders by identifying blind spots, honing leadership skills, and instilling confidence.

Using a virtual cohort, 360° assessments, executive coaching, and proven leadership training students are challenged to rethink their leadership approach, address their leadership blind spots, and increase their leadership capacity.



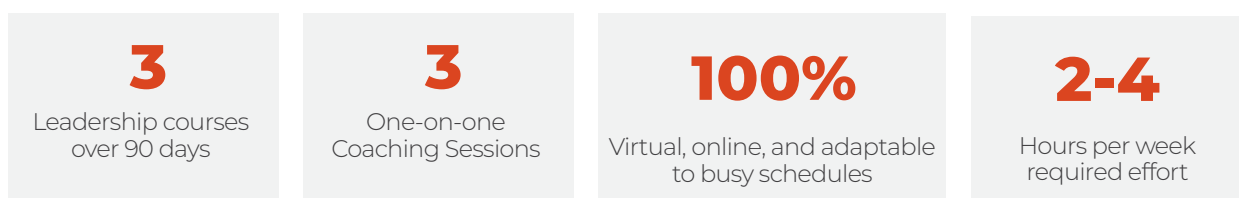
LEADERSHIP CERTIFICATIONS

Our leadership certifications are designed to be flexible, 90-day virtual programs that provide comprehensive leadership training to help individuals develop the skills needed to thrive in today's diverse, remote, hybrid workplace.

Our certification programs include three (3) proven and practical leadership courses, three (3) 1-on-1 coaching sessions, and an easily shareable and verifiable certification credential.

Our certifications are:

- Virtual Leader Certification (VLC)
- Emerging Leader Certification (ELC)
- Strategic Leadership Certification (SLC)
- Resilient Leader Certification (RLC)
- Emotionally Intelligent Leader Certification (EILC)
- Inclusive Leadership Certification (ILC)



OURCOURSES

Below you will find the current list of our leadership course offerings. The list will continue to grow as we continue to develop courses. Should you not see a topic covered that is critical to your organization, please let us know and we can discuss creating that course for your organization.

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Recognizing the distinction between classroom learning and acquiring transformative skills fuels our commitment to crafting learning experiences that maximize knowledge utilization. Our approach incorporates elements such as interactive play, games, reflective activities, videos, and dynamic discussions led by experts.

Our courses provide accessible access to master's level content, meticulously developed through extensive research. They encompass industry best practices and concepts validated by our coaching and leadership development expertise.

We dedicate ourselves to curating an experience that leaves a lasting impact, embracing qualities of memorability, enjoyment, practicality, and applicability. Our ultimate aim is for participants to depart with readily implementable ideas.

Ready to bring this transformational training to your organization?
[Schedule a quick conversation to discuss outcomes or for a demonstration of our online platform.](#)

PROVIDING STRATEGIC DIRECTION

One of the fundamental differences between leadership and management is a vision. Understanding the direction an organization needs to go requires insight, judgment, and execution. The ability to provide strategic direction in certain and uncertain times is what separates leaders from managers.

Strategic execution of the vision is challenging. Every leader must be able to consider the future, view the organization and strategic environment holistically, create a vision of an ideal state, set goals, and develop a plan for getting there. This course examines the responsibilities of strategic leaders and the strategy process using strategic thinking and foresight to provide long-term direction.

Learning Objectives

- How to create a compelling vision for your team
- How to cast your vision so your team buys-in
- How to engage your team around executing the vision
- How to lead strategically vs. tactically
- How to help your team to think strategically

Suitable for:

- Mid-level management and above
- Format: 1-3 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

LEADING HIGH-PERFORMING TEAMS

What does it take to galvanize a team? How can you get everyone on the same page? When it comes to leading teams, the rules have changed. Gen Z, Millennials, Gen Xers need more than top-down directives, they want to know “why.”

Many of today’s teams are geographically dispersed, culturally diverse, and/or represent multiple generations. This course is designed to help leaders foster communication, collaboration, and cohesion as they relate to developing high-performing, self-managing teams.

Learning Objectives

- How to lead through the team development stages
- How to handle conflict within your team
- How to motivate your team
- How to build trust with your team
- How to increase accountability on your team

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*



Need proven leadership courses and a turnkey leadership development platform? We can do that.

[Ask about our customizable 90-day Leadership Boot Camps.](#)

COACHING FOR LEADERS

Coaching is an effective way to help leaders identify new solutions, remediate negative behaviors, and increase organizational effectiveness. And it's all the rage right now. But most leaders fundamentally misunderstand what coaching is. How can we create bench strength in our organization? One way is to coach emerging leaders. But what does organizational coaching look like in practice?

This course explores the skills necessary for volunteer coaches to gain the confidence to benefit younger leaders with a mix of coaching skills: diagnostic listening, strategic questioning, gap planning, wisdom sharing and giving productive feedback. This foundational training serves as a basis for effective coaching.

Learning Objectives

- How to coach your team members
- How to have effective coaching conversations
- Know the difference between coaching, mentoring, & advising
- How to give feedback not "constructive criticism"
- Know when and how to ask great questions that get results

Suitable for:

- All levels of organizational leadership
- Format: 1-3 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

THE FUTURE OF WORK: LEADING HYBRID TEAMS

Leadership has always been challenging. Leading in a virtual context can be even more so. Leading a team you can't physically interact with challenges the foundations of most leaders concept of leadership. Effectively leading a virtual, remote, or hybrid team requires an augmented skill set and a broader perspective on what it means to lead in a 21st century context.

This course focuses on effective leadership in a remote or hybrid setting. Your employees will learn the skills they need to increase accountability, create camaraderie, motivate, develop, and get results when leading a remote team.

Learning Objectives

- How to create accountability in a hybrid setting
- How to create and sustain a positive culture
- How to avoid common remote/hybrid leadership mistakes
- How to build relationships in a virtual setting
- How to keep employees engaged, motivated, and results-focused

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

GETTING RESULTS WITH **POSITIVE ACCOUNTABILITY**

Accountability has been turned into a dirty word. But what is accountability? Hint: it's not blame and shame. Accountability is the process of helping people succeed. But what does accountability look like? How can we practice positive, preemptive accountability? How important is it for leaders to be accountable as they hold others accountable? This course investigates both the role of character and personal responsibility in leadership and the leader's ability to cultivate personal responsibility in others.

Learning Objectives

- How to Implement positive accountability on their team
- How to Improve team dynamics through accountability
- How to reframe accountability for their team
- How to create more effective teams
- How to increase individual and team productivity

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

Wondering how good these courses are?
[Check out our recommendations and reviews.](#)

HEALTHY ORGANIZATIONAL CULTURE

Organizational culture is central to employee engagement, morale, and productivity; not to mention hiring retaining top performers. We like to think of culture as the air of your organization, nobody notices it until it stinks! Culture is invisible and intangible while at the same time critical to the functioning of your organization. Most people don't give culture a second thought after they've landed the job, and that's one of the reasons culture can so easily turn toxic.

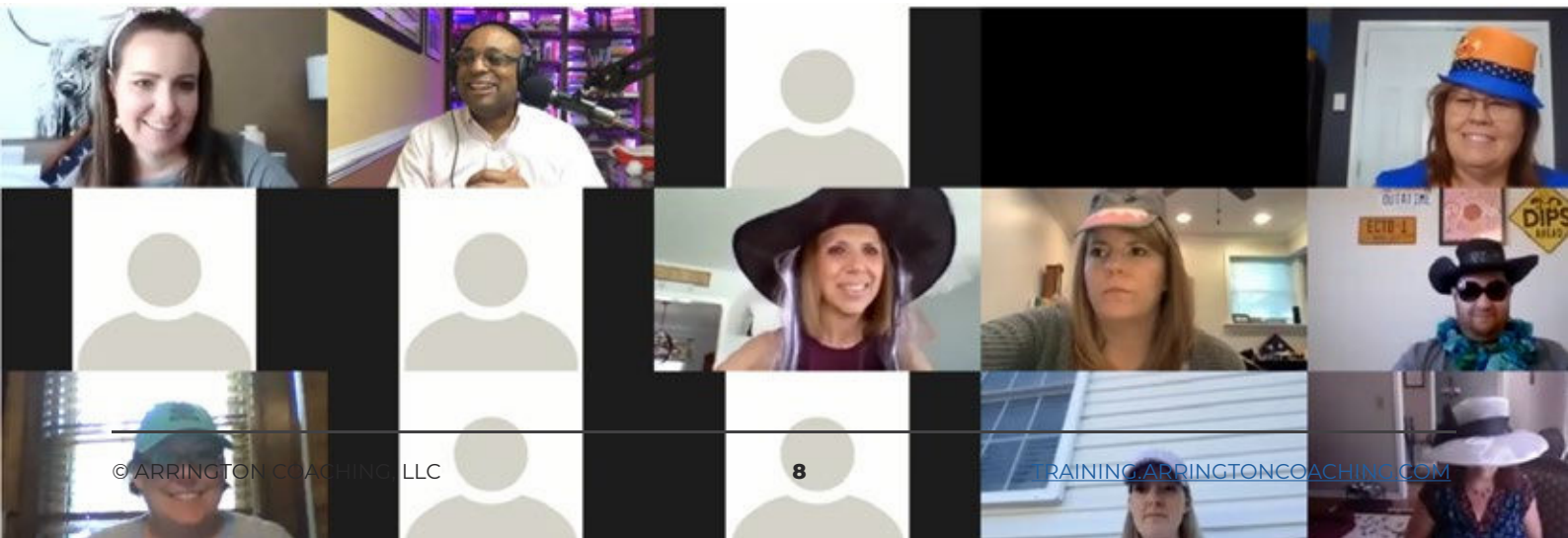
This course delves into what organizational culture is, how to manage it, how to remediate it, and how to create employees who understand a healthy culture is their responsibility.

Learning Objectives

- How to impact culture at any organizational level
- How to leverage culture for increased engagement
- How to turn around a toxic culture
- How to address toxic team members
- How to build culture in-person and remotely

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*



CLEAR & EFFECTIVE COMMUNICATION

Habit 5 of the 7 habits of Highly Effective People is seek first to understand and then to be understood. How many misunderstandings could be avoided if we heeded those words? How can you make sure the person you are speaking with understands they were heard?

Leaders at all levels often must communicate to different audiences, often simultaneously. This course covers effective communication as it relates to individual, group, organizational, and strategic communication and communicating a long-term vision and direction.

Learning Objectives

- How nonverbal communication impacts your leadership ability
- How to engage your team more effectively
- How to set clear expectations
- How to have effective difficult conversations
- How to communicate across generations
- How to communicate across cultures
- How to be effective communicating virtually

Suitable for:

- All levels of organizational leadership
- Format: 1-3 days
- Online or In-person
- Pricing: [Call](#) or [Schedule](#)

LEADING CHANGE THAT LASTS

Leading change is a specific skill set. How can you lead your organization through changes expected and unexpected? How can your leaders lead in an environment of rapid and non-stop change? Change leadership is essential in today's environment and a reality for organizations seeking to retain competitive advantages.

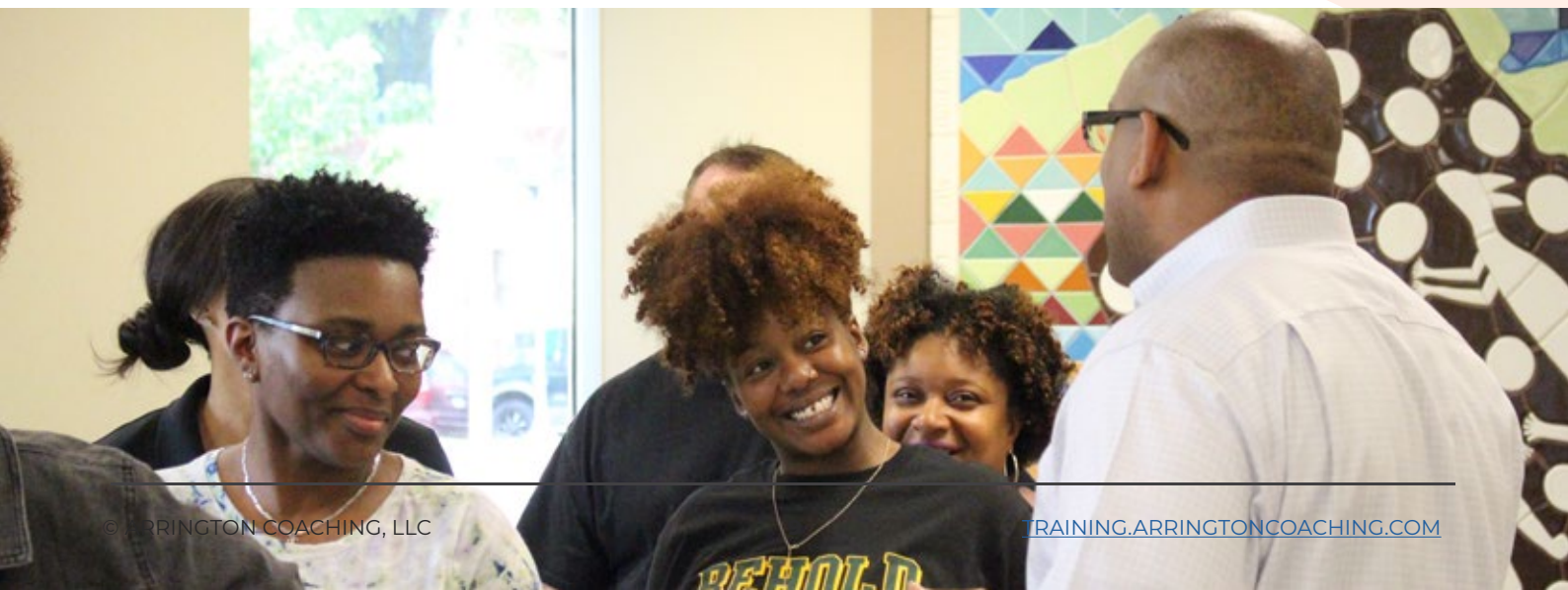
This course investigates the leader's role as a change agent and provides instruction on leading people, teams, and organizations through the change process.

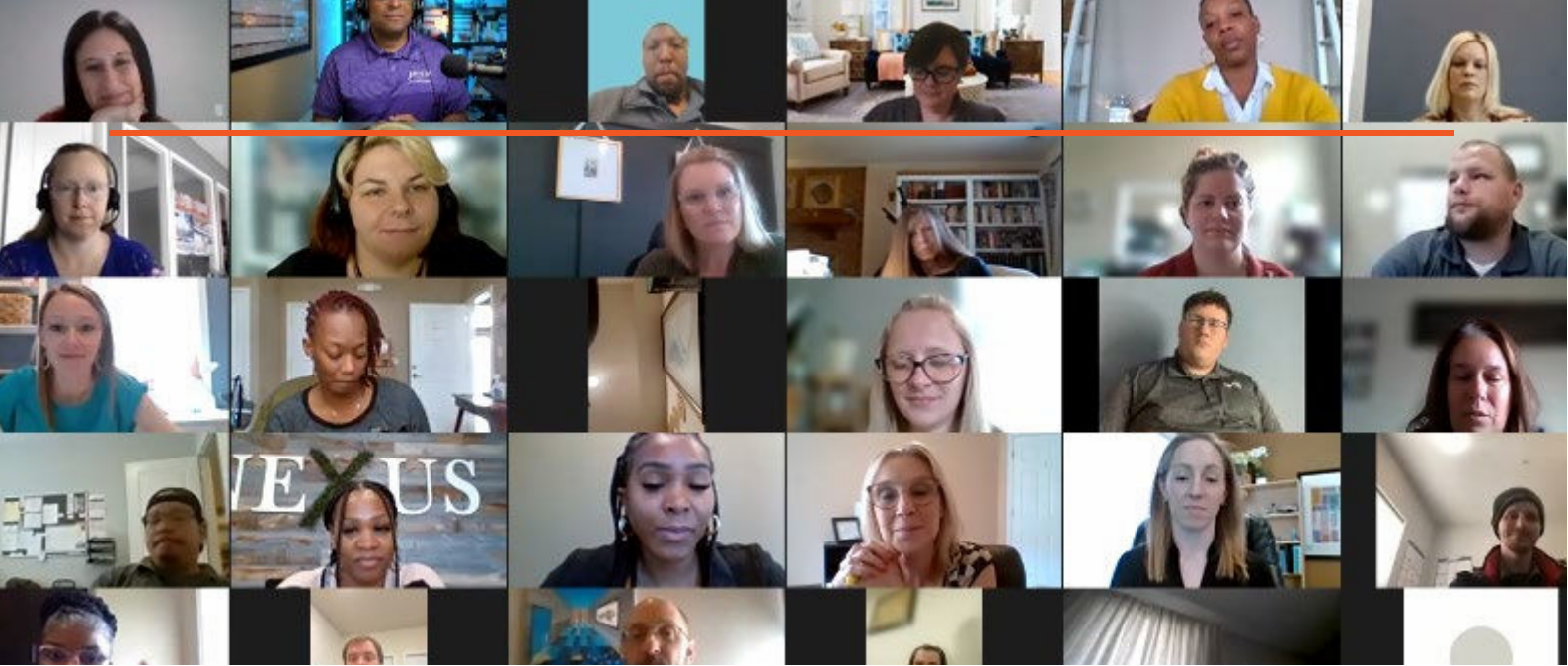
Learning Objectives

- How to lead effective change efforts
- How to recognize and address change fatigue
- How to engage your team in the change process
- How to build change awareness into your team culture
- How change affects your team

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- Pricing: [Call](#) or [Schedule](#)





DEVELOPING **HIGH-PERFORMING** PEOPLE

High-performing people are always in demand but hard to find. Every leader would love to lead a dream team filled with superstars but that's often not the case. What if you could unlock high-performance with your current team? What if you could inspire, motivate, and engage the people you have right now? This course focuses on helping leaders create the teams they want by unlocking high-performance on the teams they already have.

Learning Objectives

- How to develop credibility as a leader
- How to be a transformational leader
- How to unleash your team's productivity
- How to develop a high-performance culture
- How to empower your team to solve problems

Suitable for:

- Mid-level management and above
- Format: 1-3 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

THE **DIVERSITY** FACTOR

Diversity is more than skin deep. In this interactive course, participants learn how to effectively channel the benefits of a diverse workforce. We look at the 13 dimensions of diversity, with a focus on creating a more inclusive workplace for the many dimensions of diversity present in every organization.

This course includes such topics as: Dr. King didn't solve racism, constructive conversations around race, it takes a village to create an inclusive workplace, the impact of systemic racism in 21st century America, the downside of being a "colorblind" society, a comprehensive overview of the dimensions of diversity, working in a multi-cultural, multi-generational workplace, practical steps every employee can take to create a more inclusive workplace.

Learning Objectives

- How to value the diversity present within your team
- How to have positive conversations around race
- How to recognize and address your implicit biases
- How to effectively communicate to different generations represented in your workplace
- How to harness the strengths a diversity provides
- How to create an inclusive workplace

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

MANAGING, SUPERVISING & LEADING

This course is for both new and experienced supervisors. Highly interactive and engaging, the course includes lecture, discussions, group exercises, self-assessments and use of multimedia. Course modules include:

The role of and what is a Supervisor, Transactional vs Transformational Management, Communication Skills, Setting Goals, Objectives, Creating Action Plans and Delegation, Performance Management focused on Empowerment and Accountability, enabling employee personal growth and performance: Emphasis on success, as well as discipline and termination, Dealing with Conflict, Teamwork and Collaboration, Managing myself and others with Emotional Intelligence.

Learning Objectives

- How to Implement positive accountability on their team
- How to Improve team dynamics through accountability
- How to reframe accountability for their team
- How to create more effective teams
- How to increase individual and team productivity

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

GOAL SPRINT

Everyone takes goals for granted. We know we need them to make progress, but are you creating goals that actually work? Are all goals created equal? Most leaders and teams struggle from the outset because the goals are fuzzy and the expectations are opaque at best. Goal Sprint will help you create goals that you (and your team) want to achieve. You know goals are important but are you creating the right goals?

Learning Objectives

- How to move from wishes to achievable goals
- How to create goals that keep you (and your team) motivated
- How to use current habits to accelerate achieving your goals
- How to create action plans that actually work
- How to refine your ideas to set you up for success

Suitable for:

- All levels of organizational leadership
- Format: 1 day
- Online or In-person
- *Pricing: Call or [Schedule](#)*



BECOMING PROMOTABLE

Gone are the days of work hard, do a good job, and you will be handed a promotion. Promotions have become more challenging to come by. But you are ambitious and you still want to climb the corporate ladder. But, how will you answer the most crucial question: why you?

This course will help you think like a leader, identify and mitigate the gaps in your experience, and get you on track to earn your next promotion. The career advice you will receive in Promotable is 100% sleaze free. You don't have to step on people to get ahead.

Learning Objectives

- How to make the right impressions
- How to build strategic partnerships
- How to evaluate your current career trajectory
- How to think like a leader
- How to position yourself as the obvious choice
- How to demonstrate your value
- How to highlight your potential

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

**Need a more comprehensive Executive Leadership Development Solution?
Perhaps ASCEND would be the right solution for your organization.
[Schedule a conversation to discuss our ASCEND program.](#)**

ENGAGING OTHERS

Motivation is more critical now than ever. A recent Gallup poll found that employee engagement is as high as 37% across industries. Why are so many people “retired in place”? How can we reengage them? How can we motivate and inspire our teams to do their best work?

Leadership is easier when people want to follow. This comes through motivating, inspiring, and engaging others. This practical course will give participants an understanding of the elements of human motivation and transformational leadership.

Learning Objectives

- How to be the CMO (Chief Motivational Officer) for your team
- How to motivate your team members individually
- How to incorporate celebration into your team culture
- How to improve team dynamics
- How to inspire your team to give their best effort
- How to increase team engagement

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

PRESENTING LIKE A BOSS

Leaders are communicators. Often leaders need to present their ideas in compelling and engaging ways to gain support, provide assurance, or encourage their organization. Here's the catch, most people would rather die than present to a group.

In this interactive course, participants learn how to use and apply a critical-thinking model that will become the starting point for workplace presentations. How to manage the three important elements of delivering a dynamic presentation: a skillfully crafted and tailored message, compelling media (such as PowerPoint, video, and graphics), and an enthusiastic and energetic delivery style, practice speaking, complete practical exercises, practice storytelling, and receive helpful instructor feedback.

Learning Objectives

- How to connect with your audience
- Learn the importance of mindset in presenting
- How to craft your message so that it connects
- How to get your point across in your style
- How to use visual aids effectively
- How to engage your audience and keep them engaged
- How to overcome stage fright and Present Like a Boss!

Suitable for:

- All levels of organizational leadership
- Format: 1-3 days
- Online or In-person
- Pricing: Call or [Schedule](#)

KEEPING CONFLICT HEALTHY

In this interactive course, participants learn how to effectively deal with challenging situations at work through the use of effective conflict management and problem-solving techniques.

This course includes such topics as: the use of effective listening, asking powerful questions, ensuring that the problem they are focusing on is the correct issue and they are able to pinpoint and properly communicate the exact source of the conflict, conflict management frameworks for navigating conflict and difficult conversations, tools for handling conflict to produce positive outcomes and how their natural style affects their ability to handle conflict effectively.

Learning Objectives

- Learn that all conflict isn't bad
- How to leverage conflict for team alignment
- How to address conflict before and after it's gone toxic
- Why most leaders avoid conflict
- How to create a conflict-aware culture

Suitable for:

- All levels of organizational leadership
- Format: 1-2 days
- Online or In-person
- Pricing: Call or [Schedule](#)



RESILIENT, RESOURCEFUL & READY FOR WHAT'S NEXT

Individual resiliency can be worn down by constant change and stress. Today's leaders and teams are in a state of near constant organizational, societal, personal and professional change. Additionally, leaders are asked to do more with fewer resources and shorter deadlines.

This environment makes resilience a precious commodity. This level of consistent stress can cause leaders' to underperform, make poor decisions, and/or create toxic working conditions.

This course is designed to enable leaders to find, develop, and harness their ability to successfully navigate challenges, difficulties, and setbacks. This course will help leaders deal with what's now and prepare themselves and their teams for what's next.

Learning Objectives

- How to lead through change
- How to build resilience into your team
- How to pivot with your team
- How to create space for yourself
- How to differentiate environmental problems from personal attacks
- How to cultivate a resilient mindset

Suitable for:

- All levels of organizational leadership
- Format: 1 day
- Online or In-person
- *Pricing: Call or [Schedule](#)*

DEVELOPING EXECUTIVE PRESENCE

Leaders lead in the best and worst times. A leader's presence can project calm and stability or panic and fear. Often leaders aren't aware of their impact on their teams or stakeholders.

This course offers the unique opportunity to learn how to build your executive presence and use your influence in the right way at the right time. We will teach you how to design, develop and execute a strategy for cultivating the most important element of your personal brand: your Executive Presence.

Learn how to use the science of body language, voice tone, and nonverbal communication for increased confidence, leadership skills, and more. This course will help leaders at all levels become aware of their verbal and nonverbal cues and how they impact those around them.

Learning Objectives

- How other interpret your body language
- How to project calm during crisis
- How to address negative situations
- How to inspire confidence
- How to increase engagement
- How to create buy-in

Suitable for:

- Mid-level management and above
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*



BUILD YOUR BRAND LIKE A BOSS

When establishing your personal brand, there are three main points to keep in mind: who you are, what you do, and why people should care.

Want to take your career to the next level? Then Build Your Brand Like a BOSS is for you. It's not an easy task. But it's not impossible either. Personal branding is about reclaiming control of your narrative and becoming the obvious choice for a promotion.

It's about being different enough to stand out but similar enough to be credible. Personal branding is a serious business strategy that can help any professional rise above the noise, build a strong reputation, and establish their own voice in any industry.

Learning Objectives

- How to develop credibility within your organization
- How to create a choir of stakeholders
- How to tell your story
- How to stand out in a competitive working environment
- How to becoming known in your industry

Suitable for:

- Mid-level management and above
- Format: 1-2 days
- Online or In-person
- *Pricing: Call or [Schedule](#)*

NETWORKING LIKE A BOSS

Meet and greets, golf outings, working lunches and charity dinners, yeah, networking is here to stay. Most leaders don't consider networking a skill they need to develop. They are wrong. You only get one first impression and those impressions matter. Learn how to network like a BOSS, and become more comfortable connecting with people in your company and your industry.

Networking Like a BOSS will teach you the skills to build relationships, grow your network, and stay top of mind.

Learning Objectives

- How to evaluate networking opportunities
- How to become memorable
- How to encourage people to like you
- How to move beyond business cards to relationships
- How to connect in a cold room

Suitable for:

- All levels of organizational leadership
- Format: 1 day
- Online or In-person
- *Pricing: Call or [Schedule](#)*

BEYOND PROXIMITY: BUILDING TEAMS THAT WORK

Groups of people in proximity aren't teams, although they are often confused with teams. This course will help team members understand their role and impact within the team structure, identify ways they can personally increase team cohesion, build bridges between individuals, and take ownership in the team dynamic and culture.

Beyond Proximity teaches leaders, managers, and supervisors how to manage their time and employees more effectively. With an emphasis on productivity, delegation, and accountability. This course will provide the tools and skills necessary to be successful in a modern team environment whether remote, in-person or hybrid. You will learn how to delegate efficiently, develop your team members and get more done.

Learning Objectives

- Handle conflict within your team
- Build relationships among team members
- Increase team engagement
- Build team camaraderie
- Explain the journey from group to team

Suitable for:

- All levels of organizational leadership
- Format: 1 day
- Online or In-person
- *Pricing: Call or [Schedule](#)*

EMOTIONAL INTELLIGENCE IN THE WORKPLACE

Emotional intelligence is a skill, and it's non-negotiable for leaders. This course will focus on the five core competencies of emotional intelligence: self-management, self-regulation, self-motivation, self-awareness, and empathy.

Participants will learn how to manage their responses to build and sustain trust, work effectively in a team environment, consider the perspectives of others, and build effective working relationships.

Learning Objectives

- Awareness of the elements of trust
- Understanding of emotional intelligence core competencies
- Recognize the need for EQ in today's workplace
- Create a more trusting work environment
- Awareness and sensitivity to trust eroding activities

Suitable for:

- All levels of organizational leadership
- Format: 1 day
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