

Program Schedule and Details

Note: The innovative [Tallahassee Leadership Academy](http://bit.ly/leaderapp2016) was developed by Dr. Gabrielle K. Gabrielli and takes a systematic approach to leadership development by providing rigorous curriculum, assessments, coaching, mentoring, and formative and summative evaluation. In addition to classroom-based instruction, leaders stay connected via technology and all sessions are recorded for those who miss. Visit the end of this document for registration details. <http://bit.ly/leaderapp2016>

Month	Program	Location	Details
February Tuesday 17 February 2015 9:00am- 12:30pm	For ALL Leaders (*Year One Leadership Academy and NEW Participants) Kickoff AND Managing Time, Priorities, and Stress	TCC Capitol Center (downtown) 300 W. Pensacola St. (parking validation for Leadership Academy participants)	In today's hectic world, there never seems to be enough time. There is really no way to manage time but there are ways to manage priorities to free up your time for what matters most to you. In addition to teaching priority management strategies, Dr. Gabrielli will be sharing techniques to help participants better manage stress and fill their schedules with what matters most. Note this is a special full-day session where returning leaders will join new Leadership Academy participants. All will be provided lunch, and emerging and seasoned leaders are welcomed. People frequently set goals, but they often do not achieve them. SMARTER goals help leaders achieve even greater fulfillment. In this session, Dr. Gabrielle K. Gabrielli will help you work to develop your own action plan including writing a SMARTER goal: <ul style="list-style-type: none"> • Specific • Measurable • Acceptable • Realistic • Time Focused • Extending • Rewarding
Tuesday 17 February 2015 12:00pm- 12:30pm	Lunch (TCC will provide; let us know of any dietary restrictions.)	TCC Capitol Center, 300 W. Pensacola St.	This will be a working lunch to continue the discussion with Year 1 participants as well as new emerging and seasoned leaders.
Tuesday 17 February 2015 12:30-2:00pm	For Seasoned Leaders Improving TEAM Performance with Trust, Enthusiasm, Accountability, and	TCC Capitol Center, 300 W. Pensacola St.	At the core of every high performing team is communication, followed by Trust, Enthusiasm, Accountability, and Motivation (TEAM). The initial month is meant to help introduce participants to one another, bond as a team, and begin to develop essential leadership skills such as critical thinking and problem solving. It also offers the opportunity for both cohorts to get to know one another and to consider who would like to be paired with whom

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	<i>Motivation</i>		for the mentorship program.
Tuesday 17 February 2015 2:00pm-4:00pm	For Emerging Leaders <i>Networking in Person and Online</i>	<i>TCC Capitol Center, 300 W. Pensacola St. FL</i>	When people ask you what you do or what you aspire to do, are you able to eloquently and succinctly describe it in an elevator speech? Do you know proper etiquette for networking online and in person? Are you using LinkedIn to its full potential for networking? This session will help you get a better idea of the true impression you are giving, plus it will help you improve your impact on others when you network online or in person.
Tuesday 17 February 2015 4:00pm-4:30pm	Mentoring Q&A	<i>TCC Capitol Center, 300 W. Pensacola St.</i>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. This initial session will discuss the power of mentoring, and it will help the group make decisions about their pairings for the program.
3 March 2015 8:30am-1:00pm	Building Legacies: Women's Leadership Summit (*\$25 for Academy participants)	<i>Goodwood Museum and Gardens</i>	Women in Leadership event - discounted entry for Leadership Academy participants; access code on our private Facebook page or email gabrielle@gabrielleconsulting.com for code.
Tuesday 24 March 2015 12:30-4:00pm	For Emerging and Seasoned Leaders <i>Mentoring and Coaching</i>	<i>TCC Advanced Manufacturing and Training Center</i>	Mentoring and coaching are extremely beneficial to personal and professional development. This session will prepare everyone to have effective mentoring and coaching relationships, as well as to understand the roles including the need for accountability. By the end of this session, participants will be able to: <ul style="list-style-type: none"> • Describe the roles and responsibilities of mentors and mentees. • Explain how a mentor can positively influence a mentee. • Differentiate between coaching and mentoring. • Discuss strategies to develop successful mentoring and coaching relationships. • Demonstrate effective mentoring techniques including active listening, trust building, and challenging and encouraging improvement.
Tuesday 24 March 2015 4:00-4:30pm	Mentoring Q&A	<i>TCC Advanced Manufacturing and Training Center</i>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. The focus on this session will be how to have an effective mentoring relationship. This will be the beginning of the process for mentor pairings.

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30 March	Deadline for Completed Mentoring Pairing Requests	Online http://tinyurl.com/leadermentorguide	Approximately 30 days from program start, participants will be required to complete the online mentorship application including providing their top three requested matches as well as what they seek from a mentoring relationship. Because there may not be even numbers, one of the questions on the application will be if people mind having more than one pairing or if emerging leaders may already have comfort with serving as a mentor.
8 April	Mentorship Pairings Announced	Online	All applications will be screened, and every attempt will be made to match the top requested match with each candidate.
April <i>Tuesday 21</i> <i>April 2015</i> <i>12:30-4:30pm</i>	For Emerging and Seasoned Leaders <i>Emotional Intelligence</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	Emotional Intelligence (EI) is being increasingly recognized as the most important factor in career success and life satisfaction. Dr. Gabrielle K. Gabrielli teaches that EI is more important than cognitive intelligence (IQ) and helps us manage our lives better as well as the way we relate to other people. It enables us to better determine motivations. We will also cover the CALM model of conflict resolution and managing emotions in times of conflict.
8 May 2015	Leadercast Event <i>*\$75 for Academy participants</i>	<i>TCC Ghazvini Center for Healthcare Education</i>	Leadercast is a one-day event broadcast live from Atlanta to over 100,000 leaders around the globe. It's a movement changing the way the world thinks about leadership. All Leadership Academy program participants are strongly encouraged to attend the event. Gabrielle Consulting is a sponsor.
May <i>Tuesday 19</i> <i>May 2015</i> <i>8:00am-11:30pm</i>	For Returning Leaders (*Year One Leadership Academy Participants Only) <i>Public Speaking and Dealing with the Media</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	One of the most important skills that leaders need to have is the ability to speak in public. Unfortunately, it is a skill for which many leaders need improvement. Dr. Gabrielli will teach tips and techniques for how to best convey information when speaking in public. She will also share techniques for how to appropriately answer questions and attract positive media attention. Participants will be videotaped. Note that this session is only for returning leaders who will stay for lunch and who may stay the remainder of the program day.

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Tuesday 19 May 2015 11:30am- 12:00pm	Lunch (Dr. Gabrielli will provide; let her know of any dietary restrictions.)	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	This will be a working lunch open to Year 1 participants as well as new Year 2 emerging and seasoned leaders.
Tuesday 19 May 2015 12:00-2:00pm	For Emerging and Seasoned Leaders <i>Performance Management</i>	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	Often people are promoted to supervisory positions without having any formal training on how to best resolve conflict, to motivate their team, and to correct performance issues. This session will help the seasoned leader improve skills in motivating employees to peak performance, plus it will help with correcting poor performance and holding employees accountable.
Tuesday 16 June 2015 12:00pm- 12:30pm	Lunch (Dr. Gabrielli will provide; let her know of any dietary restrictions.)	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	This will be a working lunch to discuss updates and progress.
Tuesday 16 June 2015 12:30-4:00pm	For Emerging and Seasoned Leaders <i>15 Laws of Personal Growth: Live Them and Reach Your Potential</i>	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	Learn some of the tried and true principles that are certain to help a person grow. Leadership guru John C. Maxwell has been passionate about personal development for over 50 years and for the first time, he teaches everything he has gleaned about what it takes to reach our potential. To achieve our dreams, we must be intentional. Here are a couple of the laws Dr. Gabrielli will cover: <ul style="list-style-type: none"> • Law of the Rubber Band. Growth stops when you lose the tension of where you are and where you could be. • Law of Tradeoffs. You have to give up to grow up.
Tuesday 16 June 2015 4:00-4:30pm	Mentoring Q&A	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. Any concerns or challenges will be addressed from the mentoring experience to this point and will help ensure success.

Month	Program	Location	Details
<p>July Tuesday 14 July 2015 12:30-2:00pm</p>	<p>For Seasoned Leaders Keys to Recruiting: Hiring and Retaining Excellent Employees</p>	<p>TCC Advanced Manufacturing and Training Center</p>	<p>In challenging economic times, the good news for employers is that the job market is flooded with qualified candidates. Turnover, however, remains a costly issue in organizations. A key to being a good leader is how to hire job candidates who share your values and goals then to hone their skills and motivate them to be top performers.</p> <p>Dr. Gabrielli is a published author on the topic of jobs and will share proven strategies for hiring and retaining excellent employees. Part of motivating and retaining excellent employees is the ability to effectively delegate tasks. She will also teach strategies to detect deception and determine motivations when screening and interviewing job candidates. For the best possible feedback, bring any of your existing interview questions, scoring matrices, or other hiring tools.</p> <p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Motivate employees for peak performance and retention. • Discuss how to prepare current employees to grow with the organization. • Effectively screen cover letters, applications, and resumés. • Ask the right questions of a job candidate. • Determine where a candidate's priorities will be on the job based on their job interview responses.
<p>Tuesday 14 July 2015 2:00-4:00pm</p>	<p>For Emerging Leaders Keys to Success: Paving Your Leadership Career Path</p>	<p>TCC Advanced Manufacturing and Training Center</p>	<p>In today's competitive world, you cannot wait for success to happen. It is up to you to stand out from your competition by being proactive and exhibiting strong leadership skills, even when seeking promotional opportunities in your own organization. Attend this session to learn proven strategies on job seeking and becoming part of your organization's succession plan from Dr. Gabrielle K. Gabrielli, published author on the topic of jobs. This is a highly interactive session, so bring your resumés and cover letters. Also, be prepared to step out of your comfort zone to truly succeed! For guaranteed individualized feedback, send resumés in advance to gabrielle@gabrielleconsulting.com.</p> <p>By the end of this course, participants will be able to:</p>

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			<ul style="list-style-type: none"> • Explain succession planning. • Access resources for personal and professional growth including mentoring. • Describe ways to effectively market themselves. • Write effective cover letters, applications, and resumés. • Apply strategic priorities to job searches.
Tuesday 14 July 2015 4:00-4:30pm	Mentoring Q&A	<i>TCC Advanced Manufacturing and Training Center</i>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. By this point in the program, participants will have had some time to work together. This session will help determine specific teaching needs for the mentoring and coaching program day the following month.
August Tuesday 18 August 2015 9:00-12:30pm	For Returning Leaders (*Year One Leadership Academy Participants Only) <i>Running Effective Meetings and Building Consensus</i>	<u>Gabrielle Consulting's Leadership Development Center,</u> <i>3035 Eliza Road</i>	Every good leader must know how to effectively run meetings. In this session, Dr. Gabrielli will teach strategies to help participants be better meeting leaders who run efficient meetings regardless of the type of meeting. Part of the session will be dedicated to sharing methods of gaining consensus with important decisions, something critical to keeping momentum in meetings. Note that this session is only for returning leaders who will stay for lunch and who may stay the remainder of the program day.
Tuesday 18 August 2015 12:00pm- 12:30pm	Lunch (Dr. Gabrielli will provide).	<u>Gabrielle Consulting's Leadership Development Center,</u> <i>3035 Eliza Road</i>	This will be a working lunch open to Year 1 participants as well as new Year 2 emerging and seasoned leaders.
Tuesday 18 August 2015 12:30pm- 4:00pm	<i>Developing Creativity and Applied Imagination to Problem Solving</i>	<u>Gabrielle Consulting's Leadership Development Center</u>	In a study of more than 1,500 CEOs from 60 countries and 33 industries, it was found that creativity is the most critical skill to help CEOs navigate our ever changing, complex world. Unfortunately, top executives often don't practice their creative skills enough to be successful in using them. In this session, Dr. Gabrielle K. Gabrielli will challenge your creative abilities in innovative ways. You will learn Dan Roam's five SQVID questions (<u>Back of the Napkin</u>) as a faster, more focused alternative to brainstorming.

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			<p>To solve problems, you should be able to develop pictures to focus on the 6 types of problems:</p> <ol style="list-style-type: none"> 1. Who/What - the picture of the people or items the problem involves 2. How many - a chart that quantifies the issue 3. Where - a map of where things are now 4. When - a timeline for the problem and its solution 5. How - a flowchart of the processes involved in the problem to show how things work 6. Why - a multi-variable plot of how people and processes interact together to break down the problem and solution
<p>Tuesday 18 August 2015 4:00-4:30pm</p>	Mentoring Q&A	<p><u>Gabrielle Consulting's Leadership Development Center</u></p>	<p>Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. The intent of this session is to focus on how participants have applied new skills learned in the August training session and to address any questions or concerns.</p>
<p>September Tuesday 15 September 2015 12:30-4:00pm</p>	How to be a REAL Success	<p>TCC Advanced Manufacturing and Training Center</p>	<p>Success is not a destination. It is a process – a lifelong strategy of building on strengths, minimizing weaknesses, and focusing on the people and points of life that are most important. In How to be a REAL Success, Dr. Gabrielle K. Gabrielli will help you understand the keys you need to succeed in life. Whether you are a civil servant or a corporate executive, you will achieve great things by understanding four very important success-building areas: Relationships, Equipping, Attitude, and Leadership.</p>
<p>Tuesday 15 September 4:00-4:30pm</p>	Mentoring Q&A	<p>TCC Advanced Manufacturing and Training Center</p>	<p>Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. The intent of this session is to continue to improve the mentoring experience.</p>
<p>October Tuesday 20 October 2015 12:00pm-12:30pm</p>	<p>Lunch (Dr. Gabrielli will provide; let her know of any dietary restrictions.)</p>	<p><u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u></p>	<p>This will be a working lunch for emerging and seasoned leaders to include updates and news from participants and from Dr. Gabrielli.</p>

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October Tuesday 20 October 2015 12:30-4:00pm	<i>Everyone Communicates, Few Connect - Next Level Communication</i>	<u>Gabrielle Consulting's Leadership Development Center</u>	Every day, we communicate frequently in person and through text messages, phone calls, and email. Unfortunately, miscommunication happens frequently, and we often miss opportunities to connect with people through much more meaningful communication. In <u>Everyone Communicates, Few Connect: What the Most Effective People Do Differently</u> (2010), leadership guru John Maxwell says there is only one thing that stands between you and success, and it is not experience nor talent. He argues that if you want to truly succeed, you must learn to connect with others. Dr. Gabrielli will share strategies that are sure to help you improve your ability to move beyond just communicating to connecting with others.
Tuesday 20 October 2015 4:00-4:30pm	Mentoring Q&A	<u>Gabrielle Consulting's Leadership Development Center</u>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. The intent of this session is to continue to improve the mentoring experience.
November Tuesday 17 November 2015 9:00-12:30pm	For Returning Leaders <i>(*Graduates Only)</i> Motivating Yourself and Others	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	Motivation is the key to performance. Unfortunately, some people on the leader's team may not share the same motivations as the leader. In this session, Dr. Gabrielli will share strategies to help participants better understand the motivations of others to harness their potential. Part of the session will be devoted to how to keep oneself motivated during times of stress, crisis, or other barriers.
Tuesday 17 November 2015 12:00pm-12:30pm	Lunch (Dr. Gabrielli will provide; let her know of any dietary restrictions.)	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	This will be a working lunch open to Year 1 participants as well as new Year 2 emerging and seasoned leaders.
November Tuesday 17 November 2015 12:30-4:00pm	For Emerging and Seasoned Leaders Sometimes You Win, Sometimes You Learn -	<u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u>	Life's greatest lessons are gained from our losses. The most successful people in the world have all experienced great failures. Any setback, whether professional or personal, can be turned into a step forward when you possess the right tools to turn a loss into a gain. Drawing on decades of leadership experience, Dr. Gabrielle K. Gabrielli will examine the eleven elements that constitute the DNA of learners who succeed in the face of

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	<i>Turning Setbacks into Opportunities</i>		problems, failure, and losses. She will also discuss how to change setbacks into opportunities.
November <i>Tuesday 17</i> November 2015 <i>4:00-4:30pm</i>	Mentoring Q&A	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process including next steps with the program. The intent of this session is to get the group excited about how they can become mentors for the year ahead to stay engaged at a higher level.
December <i>Tuesday 15</i> December 2015 <i>2:00-4:30pm</i>	For Emerging and Seasoned Leaders <i>Leadership Legacy and Leadership Gold</i>	<i>TCC Capitol Center (parking validation for Leadership Academy participants only)</i>	In considering the five levels of leadership, to get to the next level, you must learn strategies to help effectively transform your dreams into reality by building up your people. Emphasizing that your organization can't grow until its members grow (or for individuals that you can't grow until your team grows), Dr. Gabrielle K. Gabrielli encourages you to identify and train potential leaders. You'll learn how to foster productive team spirit, how to make difficult decisions, what to look for in promising leaders, and ways to nurture, encourage, and equip people.
December <i>Tuesday 15</i> December 2015 <i>4:30-6:00pm</i>	<i>Sharing Innovation and inspiration then Graduation, Celebration, and the Future</i>	<i>TCC Capitol Center (parking validation for Leadership Academy participants only)</i>	This graduation celebration will help show participants how far they've come in raising their leadership lids, and it will provide the groundwork for the next year's plans to take their skills to an even higher level and to continue the mentoring relationships. Tallahassee Community College and Gabrielle Consulting will present a Leader of the Year award to an Academy participant. <i>* Graduation celebration open to family, friends, and colleagues.</i>

Register for the 2016 Leadership Academy at <http://bit.ly/leaderapp2016>

The [Tallahassee Leadership Academy](#) is an innovative leadership program designed and developed by Dr. Gabrielle K. Gabrielli of Gabrielle Consulting Inc. It began in 2013 with a partnership with Tallahassee Community College. The program takes a systematic approach to leadership development by providing rigorous curriculum, assessments, coaching, mentoring, and formative and summative evaluation. In addition to classroom-based instruction, leaders stay connected via technology including a website portal and discussion forum. All sessions are streamed live and recorded for anyone who needs to participate remotely, who must miss, or who wants to review the content. Investment in the yearlong comprehensive Leadership Academy is just \$1998 for emerging leaders and \$2398 for seasoned leaders. For any questions, contact Dr. Gabrielli at gabrielle@gabrielleconsulting.com or 850-321-8222.