



### Program Schedule and Details

Note: The innovative [Tallahassee Leadership Academy](#) 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/leaderapp2018>

Month	Program	Location	Details
<b>17 January</b> <b>12:30pm-4:30pm</b>  (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<i>Kickoff, Leadership. Servant Leadership</i>  <b>For Emerging and Seasoned Leaders</b>	<a href="#">Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</a>	<p>The initial session is meant to help introduce participants to one another, bond as a team, and begin to develop essential leadership skills such as learning about your own leadership styles and digging deeper into your own leadership as well as addressing any fears and sharing goals.</p> <p><b>Mentoring:</b> Leadership Academy participants will have the opportunity to get to know others in the program to help determine whom they would like to be paired with as mentors and mentees.</p> <p><b>Mentoring Q&amp;A:</b> 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.</p>
<b>3 March</b> <b>12:30pm-4:30pm</b>  (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b>  <i>Managing Time, Priorities, Change, and Stress</i>  <b>AND</b>  <i>Mentoring and Coaching</i>	<a href="#">Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</a>	<p>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 change and priority management strategies, Dr. Gabrielle K. Gabrielli will be sharing techniques to help participants better manage stress and fill their schedules with what matters most. Focused energy helps powerfully transform a good leader to a great leader. In this session, Dr. Gabrielli will also help you work to develop your own action plan including writing SMARTER goals:</p> <ul style="list-style-type: none"> <li>• Specific</li> <li>• Measurable</li> <li>• Acceptable</li> <li>• Realistic</li> <li>• Time Focused</li> <li>• Extending</li> <li>• Rewarding</li> </ul> <p>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:</p>

Program including curriculum, mentoring, coaching, assessments, and evaluation developed by Dr. Gabrielle K. Gabrielli of Gabrielle Consulting, Inc. For details contact [gabrielle@gabrielleconsulting.com](mailto:gabrielle@gabrielleconsulting.com) or 850-321-8222.



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			<ul style="list-style-type: none"> <li>Describe the roles and responsibilities of mentors and mentees.</li> <li>Explain how a mentor can positively influence a mentee.</li> <li>Differentiate between coaching and mentoring.</li> <li>Discuss strategies to develop successful mentoring and coaching relationships.</li> <li>Demonstrate effective mentoring techniques including active listening, trust building, and challenging and encouraging improvement.</li> </ul>
<b>4 March</b>	<b>Deadline for Completed Mentoring Pairing Requests</b>	Application: <a href="http://goo.gl/forms/llhDdmFivj">http://goo.gl/forms/llhDdmFivj</a> Guide: <a href="http://tinyurl.com/leadermentorguide">http://tinyurl.com/leadermentorguide</a>	Approximately 30 days from program start, participants are 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 the best match may be outside the class, one of the questions asks if people mind being paired with a returning leader from a previous class.
<b>9 March</b> <i>1:00-4:30pm</i> <small>(Working lunch 1:00-1:30pm; Program 1:30-4:30pm)</small>	<b>For Returning Leaders ONLY</b> <i>Next-Level Networking</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	Networking is one of the most important skills for leaders to hone, yet so many people don't network to their full potential. By the end of this session, participants will be able to: <ul style="list-style-type: none"> <li>Effectively brand yourself and your organization.</li> <li>Apply neuroscience to marketing strategies.</li> <li>Connect, reconnect, and follow through with people in meaningful ways.</li> <li>Implement effective social media strategies to increase connections and influence.</li> <li>Develop an action plan for improvement.</li> </ul>
<b>13 March</b>	<b>Mentorship Pairings Announced</b>	Online	All applications will be screened, and every attempt will be made to match the top requested match with each candidate.
<b>21 March</b> <i>12:30-4:30pm</i> <small>(Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)</small>	<b>For Emerging and Seasoned Leaders</b> <i>Emotional Intelligence and Conflict Resolution</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	The best leaders are servant leaders who live like they lead, and they are exceptionally good with emotional intelligence since their focus is on others first. 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 practice the CALM model of conflict resolution to help participants more effectively manage emotions in times of conflict. <p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>Describe characteristics of servant leaders.</li> <li>Assess servant leadership skills.</li> <li>Define emotional intelligence (EI).</li> <li>Explain the five competencies of EI.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Discuss how to improve EI in yourself and others.</li> <li>• Apply the CALM model of conflict resolution.</li> <li>• Develop an action plan for improvement.</li> </ul> <p><b>Mentoring Q&amp;A:</b> 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.</p>
<b>25 April</b> <b>12:30pm-4:30pm</b>  (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b>  <i>Networking in Person and Online</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</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.
<b>9 May</b> <b>12:30-4:30pm</b>  Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b>  <i>Next Level Communication - Everyone Communicates, Few Connect AND Business Writing</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	Every day, we communicate frequently in person and via text messages, phone calls, and email. Unfortunately, miscommunication happens frequently, and we often miss opportunities to connect with people through much more meaningful communication. If you want to truly succeed, you must learn to connect with others. Dr. Gabrielle K. Gabrielli, leadership speaker, coach, and trainer, will share strategies that will help you improve your ability to move beyond just communicating to connecting with others. This session will also cover business writing to help you achieve clarity and professionalism in written communication.
<b>15 May</b> <b>1:00-4:30pm</b>  (Working lunch 1:00-1:30pm; Program 1:30-4:30pm)	<b>For Returning Leaders ONLY</b>  <i>Using Business Building and Entrepreneurship Skills to Improve Leadership</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	Successful entrepreneurs share common characteristics that can benefit any leader in any position. In this session, leaders will assess some of those personal characteristics including decision-making capabilities, plus examine important interpersonal, critical thinking, creative thinking, and practical skills. Dr. Gabrielli will teach strategies to improve key skills and business building tactics that all highly successful entrepreneurs have in common.



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<b>29 June</b> <b>12:30-4:30pm</b> (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b> <i>15 Laws of Personal Growth: Live Them and Reach Your Potential</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	<p>Great leaders always focus on self-improvement. Learn some of the tried and true principles that are certain to help a person grow including leadership guru John C. Maxwell's 50 years of insights about what it takes to reach our potential. To achieve our dreams, we must be intentional in every aspect of our lives. Here are a couple of the laws Dr. Gabrielli will cover:</p> <ul style="list-style-type: none"> <li>• Law of the Rubber Band. Growth stops when you lose the tension of where you are and where you could be.</li> <li>• Law of Tradeoffs. You have to give up to grow up.</li> </ul> <p><b>Mentoring Q&amp;A:</b> Mentors and mentees will have the opportunity to ask questions and receive coaching on the mentoring process. Any concerns or challenges will be addressed to help ensure success.</p>
<b>21 July</b> <b>12:30-4:30pm</b> (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b> <i>Resilience: Thriving in Adversity and How to Be a REAL Success</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	<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. She will also discuss thriving in adversity.</p> <p><b>Mentoring Q&amp;A:</b> 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 progress roles.</p>
<b>18 August</b> <b>12:30-4:30pm</b> (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b> <i>Developing Creativity and Applied Imagination to Problem Solving</i>	<i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i>	<p>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><a href="#">Back of the Napkin</a></u>) as a faster, more focused alternative to brainstorming.</p> <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"> <li>1. Who/What - the picture of the people or items the problem involves</li> <li>2. How many - a chart that quantifies the issue</li> <li>3. Where - a map of where things are now</li> </ol>

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<b>18 August</b> <b>12:30-4:30pm</b> (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)		<a href="#">Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</a>	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 <b>Mentoring Q&amp;A:</b> 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 and to address any questions or concerns.
<b>24 August</b> <b>1:00-4:30pm</b> (Working lunch 1:00-1:30pm; Program 1:30-4:30pm)	<b>For Returning Leaders ONLY</b> <i>Becoming a Goal-Getter: Setting and Achieving Goals for Leaders</i>	<a href="#">Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</a>	SMARTER goal setting is an excellent start to achieve goals, but there is much more to learn to take things to the next level. In this session for returning leaders, Dr. Gabrielle K. Gabrielli will share her strategies to become highly efficient and effective in setting and achieving short and long-term goals.
<b>19 September</b> <b>12:00-4:30pm</b> (Working lunch 12:00-12:30pm; Program 12:00-4pm; Mentoring 4pm-4:30pm)	<b>For Emerging and Seasoned Leaders</b> <i>Keys to Recruiting: Hiring and Retaining Excellent Employees</i>  <b>AND</b>  <i>Keys to</i>	<a href="#">Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</a>	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. Dr. Gabrielli is a published author on the topic of jobs and will share proven strategies for hiring and retaining excellent employees. 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. By the end of this course, participants will be able to: <ul style="list-style-type: none"> <li>• Motivate employees for peak performance and retention.</li> <li>• Discuss how to prepare current employees to grow with the organization.</li> <li>• Effectively screen cover letters, applications, and resumés.</li> <li>• Ask the right questions of a job candidate.</li> <li>• Determine where a candidate's priorities will be on the job based on their responses.</li> </ul> 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

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<p><b>19 September</b> <b>12:00-4:30pm</b>  (Working lunch 12:00-12:30pm; Program 12:00-4pm; Mentoring 4pm-4:30pm)</p>	<p><b>Success:</b> <i>Paving Your Leadership Career Path</i></p>	<p><u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u></p>	<p>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 <a href="mailto:gabrielle@gabrielleconsulting.com">gabrielle@gabrielleconsulting.com</a>.</p> <p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Explain succession planning.</li> <li>• Access resources for personal and professional growth including mentoring.</li> <li>• Describe ways to effectively market themselves.</li> <li>• Write effective cover letters, applications, and resumés.</li> <li>• Apply strategic priorities to job searches.</li> </ul> <p><b>Mentoring Q&amp;A:</b> 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><b>12 October</b> <b>1:00-4:30pm</b>  (Working lunch 1:00-1:30pm; Program 1:30-4:30pm)</p>	<p><b>For Returning Leaders ONLY</b> <i>Leading Your Life with Purpose and Passion</i></p>	<p><u>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</u></p>	<p>Many people live their lives, often staying in roles and relationships longer than they should simply they are comfortable. Dr. Gabrielle K. Gabrielli encourages people to lead their lives, taking things to the next level. In this session, Dr. Gabrielli and Leadership Academy graduate Vincent Edwards will help participants at all levels lead every aspect of their lives with purpose and passion.</p>
<p><b>17 October</b> <b>12:30-4:30pm</b>  (Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)</p>	<p><b>For Emerging and Seasoned Leaders</b> <i>Performance Management and Effective Feedback</i></p>	<p><u>Gabrielle Consulting's Leadership Development Center</u></p>	<p>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. Even with training, without practice, supervisors do not sufficiently manage performance including having difficult conversations. This session will help leaders of all levels improve skills in motivating employees to peak performance, plus it will help with correcting poor performance and holding employees accountable. Dr. Gabrielle K. Gabrielli will help participants practice corrective feedback with relevant scenarios.</p> <p><b>Mentoring Q&amp;A:</b> 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>Life's greatest lessons are gained from our losses. The most successful people in</p>



<p><b>7 November</b> <b>12:30-4:30pm</b></p> <p>(Working lunch 12:30-1pm; Program 12:30-4pm; Mentoring 4pm-4:30pm)</p>	<p><b>For Emerging and Seasoned Leaders</b> <i>Sometimes You Win, Sometimes You Learn - Turning Setbacks into Opportunities</i></p>	<p><i>Gabrielle Consulting's Leadership Development Center, 3035 Eliza Road</i></p>	<p>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 problems, failure, and losses. She will also discuss how to change setbacks into opportunities.</p> <p><b>Mentoring Q&amp;A:</b> 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.</p>
<p><b>12 December</b> <b>2:00-4:30pm</b></p>	<p><b>For Emerging and Seasoned Leaders</b> <i>Leadership Legacy and Leadership Gold</i></p>	<p><i>City Hall Commission Chambers, 300 S. Adams St.</i></p>	<p>Leadership guru Dr. John C. Maxwell says, "Gaining leadership insight is a lot like mining gold. You do not set out to look for dirt; you look for the nuggets." Unfortunately, many so-called leaders value "fool's gold" and announce rather than inquire, intimidate rather than encourage, threaten rather than nourish, and focus on weaknesses rather than capitalize on strengths. These individuals tend to be what Jean Lipman-Blumen characterizes as "toxic leaders, destructive bosses, and corrupt politicians." On the other hand, great leaders understand that no leader would be great without the support and help of others. In this session, Dr. Gabrielle K. Gabrielli, Maxwell-certified speaker, trainer, and coach will share important concepts to ensure you get ahead and your people are behind you. You will determine your legacy and develop an action plan to mine leadership gold.</p>
<p><b>12 December</b> <b>GRADUATION</b> <b>4:30-6:00pm</b></p>	<p><i>Sharing Innovation and Inspiration then Graduation, Celebration, and the Future</i></p>	<p><i>City Hall Commission Chambers, 300 S. Adams St.</i></p>	<p>This graduation celebration will help show participants how far they've come in improving their leadership skills, 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. Gabrielle Consulting will present a Leader of the Year award to an Academy participant.</p> <p><i>* Graduation celebration open to family, friends, and colleagues.</i></p>



**Register for the 2018 Leadership Academy at <http://bit.ly/leaderapp2018>**

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 \$2498 for seasoned leaders. Seasoned leaders receive two additional 90-minute one-on-one coaching sessions with Maxwell certified coach Dr. Gabrielle K. Gabrielli, valued at \$1000. For any questions, contact Dr. Gabrielli at [gabrielle@gabrielleconsulting.com](mailto:gabrielle@gabrielleconsulting.com) or 850-321-8222.