

Leadership: Getting Things Done – Jim Ognibene

This program focuses on developing our leadership ability and improving our effectiveness in getting things done. We demonstrate leadership by managing ourselves and others, participating on task forces, and interfacing with our managers and colleagues.

Objectives

Understand your own leadership style, how it differs from others, and how to be more effective in influencing others.

1. How to improve accountability without micro-management through a better understanding of individual personalities and team styles.
2. How to improve daily communication with improved listening skills, and a better understanding of non-verbals including body language

In addition, we will discuss how using these skills create a more positive and constructive environment for all.

Objectives and Pre-Work Assignments

1. Listening, Listening... Are You Listening?
 - Define active listening and its key components:
 - Identify ways to become a better listener
 - Create a listening mindset using framing, positive intent, and focus
 - Ask questions, probe for information, and use paraphrasing techniques
 - Identify common listening problems and solutions
2. Working Together – Personality, Character and Style – Part One
 - Understand how personality and character affect working relationships and our ability to work together
 - Understand team development as an ongoing process
 - Identify strategies and tactics to improve cohesion and effectiveness
3. Working Together – Personality, Character and Style – Part Two
Pre-Work
 - **Complete 16 personalities instrument and bring report**
 - <https://www.16personalities.com/free-personality-test>
 - **Complete VIA Character Instrument and bring report**
 - <http://www.viacharacter.org/www/>
4. The Language of Non-Verbal Communication
 - Learn the various forms of non-verbal communication and their attributes.

- Understand the power of non-verbal communication to impact us as hearers and to impact others as listeners.
- Learn to improve our communication using nonverbal cues.
- Understand how we can move from understanding cues to impacting outcomes.

5. Facilitating and Participating in Effective Meetings

- **Bring an agenda from any meeting**
A meeting you've attended or someone else attended.

6. Putting it All Together – Practicing Your New Skills

James Ognibene, M.Ed.

Jim is a Workshop Leader, Facilitator, Life Design Career Coach, Learning Catalyst, Keynote Speaker, Instructional Designer, and Talent Development Consultant. Jim's passion is helping both individuals and organizations set and reach personal and professional goals.

Jim has been deeply immersed in the field of Organizational and Talent Development for over two decades. He and his team have designed process improvement, leadership empowerment, team energizers, change engagement and agile workplace programs while Jim has personally delivered over 1,300 professional development workshops over twenty years. He has grown tremendously through giving and receiving many one on one coaching and mentoring sessions. He and his team designed an eight-month *Emerging Leader Program*, mobilizing the next generation of leaders with 21st century skills and determination. Jim served as project manager and facilitator of workplace re-engagement initiatives during periods of organizational change such as re-configured work processes, new technology, and structural re-organizations. Human development is the common theme all along his career: Director, Organizational Development, State Government; management and customer service roles in both non-profit and private sector organizations and Business Education Teacher in a private high school. Jim offers a unique perspective as his experience spans all four key sectors: private, public, education and nonprofit.

Jim has a Bachelor of Science in Business Administration, Marketing from George Mason University, Virginia and a Masters of Education in Instructional Design from the University of Massachusetts, Boston. His own professional development includes the following events, conferences and training programs: Facilitating Career Development Certificate Program, National Career Development Association; Myers-Briggs Type Indicator Qualifying Program, CPP; Learning and Leadership Conference, Human Capital Institute; Appreciative Inquiry: Social Constructionism Conference, TAOS Institute; Project Management: Skills for Success, Learning Tree; Organizational Design and Analysis, Linkage; Exploring Leadership Conference, Training Officers Consortium; Consultraining: Trainer as Internal Consultant, American Management Association.

He was a member of the Massachusetts Training Advisory Council, a board envisioning the future of training and development for the ninety-five state agencies in the Administration and Finance Secretariat. He is past president of the Boston Trainers Roundtable and the Old South

Arts Committee in Boston. Jim is an avid photographer enhanced by his coursework at the New England School of Photography in Boston. He is chair of the Social Outreach Committee at the First Church and regularly serves as a volunteer in the kitchen at the local shelter.