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# EDIFY: TO INSTRUCT AND IMPROVE.

ONE MANAGEMENT COURSE  
DESCRIPTION

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## PRE-REQUISITES:

### ONE:ONE INVESTMENT

1. DISCOVERY SESSION WITH COMPANY REPRESENTATIVE  
(1HOUR)
2. DISCOVERY SESSION W/APPLICANTS  
(15MIN EA)



## □ OBJECTIVES:

1. BUILD CONFIDENCE IN  
CONFLICT RESOLUTION  
DELEGATION  
FEEDBACK  
RELATIONSHIP MANAGEMENT  
PRACTICAL SCENARIOS
2. UNDERSTAND PSYCHO-  
STRUCTURAL ELEMENTS OF  
CURRENT BEHAVIORS AND HOW TO  
MAKE MICRO AND MACRO  
ADJUSTMENTS FEEL NATURAL
3. ALIGNMENT OF DEEP PERSONAL  
MOTIVATIONS WITH THE MOST  
IMPORTANT WORK TO BE DONE  
PERSONALLY AND PROFESSIONALLY
4. REFRAME AND TRAIN LEADERS  
TO BE MORE EFFECTIVE AT  
COMMUNICATION OF THOUGHTS  
AND NEEDS.

# PROCESS: ENGAGING THE STUDENT

## Discovery

- Expansion of the understanding of company objectives established in pre-requisite time.
  - A simple personality assessment is generally conducted on both the student and close partner.
  - A casual survey is provided to friends, family, leaders and teams to get a baseline understanding of applicant's leadership style and needs.
- Much of the initial meeting is discussion on these findings and establishing a story arc, reinforcing the investment of the company in the employee and refining the space together to reflect safety and confidentiality

## Meetings and Assignments

- Our 1:1 Student Meetings are every other week at a set time.
  - There are 12 sessions at 1.5 hours each.
  - A Hybrid of Digital and Face-to-Face sessions are scheduled
  - Meetings follow a formula to encourage effective Learning, Practice and Engagement.
    - “Ingredients” include:
      - Reflection on what is GREAT personally and professionally
      - Reframing what is difficult and visiting about specific things pertaining to professional dynamics
      - Discussing learning in the curriculum and how it applies to current situations.
- Assignments are a Daily Practice of reading, observation, and application.
  - Reading material is assigned at every session (10 minutes daily)
  - Students are asked to Observe team and personal interactions and then journal (5 minutes daily)
    - Emphasis is on practice and application of skills in professional and personal relationships
  - Sometimes, reading material will include self-evaluation tests. (Intermittent: 5-15 minutes at a time)



# TIME AND RESOURCE COMMITMENT FOR BEST RESULTS:

- 1.5 HOURS EVERY OTHER WEEK FOR ONE-ON-ONE SESSIONS + ANY EXTRA TIME AS NEEDED FOR ACUTE SITUATIONS.
- HOMEWORK: 10-20 MINUTES PER DAY
- MINDFULNESS AND PRESENCE AT EACH STAGE
- MUTUAL RESPECT OF TIME AND HOMEWORK COMMITMENTS



# OUTCOMES: THE CHANGE

## Professional

Participants gain a sense of clarity over who they are and how they can best apply their new skills and talents to the organization. The investment in individualized training shows a commitment on the part of the company that enacts a feeling of reciprocity, galvanizes commitment and often dissolves resentment through new skills learned. There is a broad array of benefits that will be observed in some of the following areas:

- Client and Staff Meetings
- Difficult conversations and feedback.
- Delegation and communication of needs
- Employee commitment
- Professional ownership of company outcomes and communication of company objectives.

## Personal

Graduates report a sense of confidence that extends to their personal relationships and personal connection with a job satisfaction. They notice:

- Increases in abilities to connect with themselves and others in a meaningful way
- They learn to quickly establish trust with team members and clientele
- They understand the importance of personal (and professional) goal setting as it relates to a fulfilling life
- They are better at influencing outcomes and setting expectations with others



## THE BOOKS

### **How to Win Friends and Influence People**

This is thought to be the BEST book on human interactions as it was the first book written for professional and personal fulfillment through connection with others. We take a deep dive into the concepts and take our time to apply the concepts and note the outcomes through discussion and journaling.

### **Zen and the Art of Happiness**

This text was written by a person who was truly "reborn" into a new way of thinking that completely transformed the lens through which they viewed their human experience. The underlying concept that "all things are exactly as they should be" allows us to ask: "Then what?" We discuss this concept throughout our time together.





# THE BOOKS

## **GOALS**

Goals by Bryan Tracy is thought to be one of the greatest one available because of the way that it takes goals from a "concept" to a way of life. We talk about how to reframe goals in a unique way that helps a person "live" them vs chase them and the text is helpful framework for those discussions.

## **Managing Assertively**

This book is a workbook and requires reading and also answering questions that help to establish a person's leadership style. Participants begin to recognize where they need magnification and pruning with the style they use and obtain a deeper understanding of why they manage the way they do and how to make adjustments for better results.

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# THANK YOU

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