



Leadership Development Series: Learning for Tomorrow's Leaders

2010 QUARTERLY CALENDAR



FIRST QUARTER
MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SECOND QUARTER
JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	

THIRD QUARTER
SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FOURTH QUARTER
DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Holiday	31 Holiday

COURSE DESCRIPTIONS

- LD101** *Become a Top-Tier COACH* – Learn the five key principles the greatest coaches in the world follow. These principles are imperative for all levels of management.
- LD102** *Implementing Positive Change* – Learn how to implement change that sticks and has impact. There are five simple steps to this tremendously effective process.
- LD103** *Players or Pretenders* – Discover the secrets to expose those that are simply playing the part compared to those really doing their part
- LD104** *Conflict Resolution Made Easy* – Learn how to apply three rules to conflict resolution that guarantee success and a unified team
- LD105** *The ABC's of the Unified Team* – Learn three critical needs of all your employees and how to meet those needs so they choose to remain part of the team.
- LD106** *Driving Achievement through Your Team* – Every manager likes more productivity and better results. Learn two secrets that managers never learn on their own.
- LD107** *Creating Team Synergies* – How different would your day and business be if your sales and service teams actually were teams working collaboratively together? How different would our customers' experiences be? How different would your business look if you decreased turnover by more than 50% for the next year?
- LD108** *The Secrets to Increasing Contribution* – All employees want to contribute and most managers accept the natural levels of contribution from employees. Instead, learn two secrets to increasing the level of contribution by your employees.

CIT Coach's Corner provides an opportunity for feedback to individuals who use the tools and materials taught in CIT online training. These one-one-one sessions are delivered each Friday of the training week by conference call. The Coach's Corner appointment site is web-based so it's easily accessible through any web browser. Previous CIT course attendance is a **requirement** before signing up for a coaching session. Each dealership can reserve up to three 20-minute coaching sessions.

It is highly recommended that all participants follow the courses in order

* Exceptions may apply

Monday and Wednesday*					Tuesday and Thursday*														
Course	Est.	Gen.	Mou.	Pac.	Course	Est.	Gen.	Mou.	Pac.	Course	Est.	Gen.	Mou.	Pac.	Course	Est.	Gen.	Mou.	Pac.
101	9:30 am	8:30 am	7:30 am	6:30 am	105	2:30 pm	1:30 pm	12:30 pm	11:30 am	105	9:30 am	8:30 am	7:30 am	6:30 am	101	2:30 pm	1:30 pm	12:30 pm	11:30 am
102	10:30 am	9:30 am	8:30 am	7:30 am	106	3:30 pm	2:30 pm	1:30 pm	12:30 pm	106	10:30 am	9:30 am	8:30 am	7:30 am	102	3:30 pm	2:30 pm	1:30 pm	12:30 pm
103	11:30 am	10:30 am	9:30 am	8:30 am	107	4:30 pm	3:30 pm	2:30 pm	1:30 pm	107	11:30 am	10:30 am	9:30 am	8:30 am	103	4:30 pm	3:30 pm	2:30 pm	1:30 pm
104	12:30 pm	11:30 am	10:30 am	9:30 am	108	5:30 pm	4:30 pm	3:30 pm	2:30 pm	108	12:30 pm	11:30 am	10:30 am	9:30 am	104	5:30 pm	4:30 pm	3:30 pm	2:30 pm

To MAXIMIZE YOUR UNDERSTANDING, YOU WILL RECEIVE:

- Practice exercises that are reviewed and commented on by your facilitator
- Review sheets after each course
- Sample templates after course completion when applicable
- One-on-one coaching sessions (by appointment)

For questions contact:
Darlene Granados - 281.886.1425
darlene_granados@adp.com

