



S.P.A.R.K.

Leadership & People
Skills Training Program



OVERVIEW & PURPOSE

The S.P.A.R.K. Method focuses on the five pillars of human desire that drive **motivation, influence behaviour,** and **impact effective communication.**

The S.P.A.R.K. Team Training aims to provide a safe and supported space for established and/or emerging leaders to come together for **self-reflection, growth,** and **constructive conversation.**

Topics covered focus on current leadership practices tailored to the specific needs of the organization. Individually and as a team, we will **sharpen the skills** necessary to advance professionally through the organization.

Participants will **develop people skills** such as conflict resolution, supporting team members, identifying collective company vernacular, and honing in on management styles.



OBJECTIVES

1



Identify individual leadership and communication styles.

2



Gain tools and techniques to interact with diverse personalities, cultures, and opinions.

3



Enhance communication in order to increase human effectiveness.

4



Improve connections and relationships personally and professionally.

5



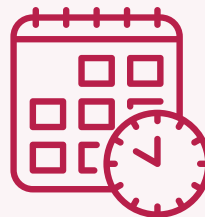
Heighten EQ to manage stress and limit emotional reactions, improving decision-making.

6



Provide resources to effectively support expanding teams and aid individual development.

7



Manage time more effectively through delegation and reflection for human effectiveness and team efficiency.

COURSE MATERIAL

MODULE ONE

Discovery

- Introduction - S.P.A.R.K. Philosophies, Course Objectives
- Expectations & Housekeeping
- Team Objectives & Metrics for Success
- The 4 A's of Leadership
- Identifying Individual & Peer Workplace Style
- Identifying Individual & Peer Communication Styles

MODULE TWO

Security

- How does security, individually and collectively, influence culture and performance?
- Assumptions vs. perceptions – reframing the us vs. them mentality
- Assessment results - Resource Management - Strategy vs. Execution: An individual's innate way of managing their resources (time, energy, skills, etc.) effectively.
- Introduction to EQ - Self-awareness assessment

MODULE THREE

Praise

- The three main ways to praise and when to use each of them
- Assessment results - Feedback Responsiveness: An individual's ability to accept and act on constructive feedback given to them by others.
- EQ analysis - Self-regulation exercise
- Non-verbal cues (in-person and virtual) and their impact on both praise and feedback

MODULE FOUR

Constructive Feedback *Additional Module

- Receiving feedback
- How to offer constructive feedback so it motivates vs. deflates
- Tools for providing informal feedback (*i.e. difficult conversation techniques*)
- Structured formal feedback tools (*i.e. performance reviews*)

MODULE FIVE

Acknowledgment

- Understanding the difference between praise and acknowledgment
- Assessment results - Motivation for Excellence: An individual's internal and external drive to achieve success and exceed expectations.
 - ? How this impacts security and company culture
- Incentivizing and motivating individuals vs. teams
- Hiring and structuring based on key motivators

MODULE SIX

Respect

- Breaking down and analyzing individual microcultures
- Boundaries in Leadership - how to set them and how to respect them
- Assessment results - Collaborative Willingness: An individual's willingness and inclination to work with others and contribute to team efforts.
- Individual values exercise
- Organization values exercise – fostering ambassadorship organically

MODULE SEVEN

Knowledge *Delegation or Collaboration

- What is a knowledge baseline?
- How do you identify someone else's knowledge baseline?
- Best approaches to training and coaching for personal and collective development
- Assessment results - Communication Styles: An individual's way of communicating their thoughts, ideas, and feelings.
- Running and Scheduling efficient internal and external meetings

MODULE EIGHT

Wrap Up & Celebration

- Review of Peer Personality Reports
- Review and recall of concepts/material learned
- Map out goals, objectives & implementation strategies moving forward
- Final Q&A
- Certificate Presentation

“

Kendra is a great communicator who is very skilled at catering the training to use in specific situations for a company's needs. The training is set up perfectly to build on each skill set taught. Highly recommended!

”

**Rob B.**

“

The SPARK training gave me the opportunity to explore my personal values while opening my mind to those of my coworkers and their experiences. The SPARK training has helped me and will continue to help me have meaningful interactions with my team, bettering our relationships.

”

**Brittany D.**
Delivery Coordinator

PROGRAM STRUCTURE

The Leadership Training will be carried out over the course of **seven-nine sessions** and provide participants with the following:

Regular
2.5-hour
team training sessions
(cadence to be set by
Employer & Trainer)



A total of **17.5-22.5**
virtual "in-class" training
hours and a SPARK
Leadership Foundations
Certificate of Completion.



One **15-minute**
Introductory call per
participant prior to the
start of the course.



One **45-minute**
1-1 support session
per participant with
Facilitator.



Trainees would have
access to a facilitator
for the duration of their
time together, including
agreed-upon "out of
classroom" hours.



Trainees must complete a
comprehensive qualitative
assessment prior to the start
of training, along with a final
material recall assessment to
receive their certificate.



Full findings and
suggestions presented
to key stakeholders
upon finishing training.



**Option to add:
Workshop/'high-level'
50-minute Lunch &
Learns for entire team



All modules can be workshopped out to standalone, and can also include:



Time management



Managing Up



Presentation Effectiveness



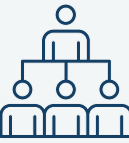
EQ Management



Values Creation



Vision & Mission Workshop



Delegation (in-depth)



Conducting
Performance Reviews



Peer-to-Peer Coaching



Managing Change

+ More!

“

Excellent leadership training! The program greatly increased our teams internal communication by better understanding each individual's unique style.

”



Elliot D.
Business Manager

“

The SPARK People Skills Training Sessions were informative, collaborative, and relevant to both business and personal life. Kendra - you created a safe, respectful, inclusive, and welcoming space for staff to come together and be able to speak and share freely and honestly. These sessions were incredibly well received. Thank you!”

”



Beth P.



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Get in touch with connect@vennedgroup.com to inquire about availability, pricing, and additional workshops available.