"Performance Leadership consolidated a bookcase full of leadership and management texts into a simple, dynamic and comprehensive model of organizational management practices that I could immediately utilize. I encourage any mid- or upper-level manager who relies upon people to accomplish their organizational mission to attend these workshops and practice the theories of PL in their daily routines."
Tom Connelly, Captain (Retired)
Los Altos Police Department

"Working with Tim Dunkin has been inspiring and informative. Both as a coach in the individual setting and as a trainer in the group setting, he is a wonderful combination of teacher, comedian, organizational wizard and all-seeing sage. His years of experience with project management, combined with a keen understanding of leadership, have contributed greatly to my work in non-profit management."
Jenni Martin, Director of Education
Children's Discovery Museum of San Jose

"Clear, encouraging and supportive - as a team builder and facilitator, Wandzia is unsurpassed." Within the first 10 minutes of the training, all the participants were captivated by Wandzia's unique and professional blend of warmth, expertise and professionalism."
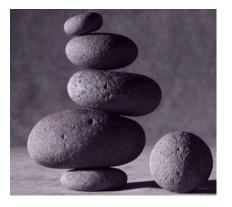**Priscilla Murphy, Principal**
St. Lawrence the Martyr Elementary and Middle Schools

FOR MORE INFORMATION, please contact Tim Dunkin (tim@dunkinworks.com) or Wandzia Rose (wandzia@dunkinworks.com)

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Performance Leadership Series

Leadership training for public and non-profit agencies

Performance Leadership

Thisintensive, interactive series of three workshops uses case studies, scenario assessments and real-time analysis to immediately apply and enhance the in-session lecture content. Personal reflection and supplemental readings are included to foster personal growth outside of the workshops.

Outcomes

Upon completion, participants will:
- Understand the difference between Leadership and Management as well as the relationship between the two;
- Identify what they need to look for to be a highly effective leader and manager;
- Know what questions to ask in order to properly assess issues and plan corrective action;
- Apply the model correctly in their workplace in order to enhance organizational and personal performance;
- Be a "Performance Leadership Champion" within their organization and/or community.

Time Commitment

A total of 4.5 days attendedacross three 1.5-day workshops are required to complete the series. The sessions must be attended in the following sequence:
1. Core Concepts
2. Intermediate Applications
3. Advanced Integration

Curriculum

Overview of the Model

Outcomes
- ✓ Methods to define outcomes
- ✓ How to develop performance measures

Vision
- ✓ The purpose of a vision
- ✓ The four critical questions
- ✓ How to use messages and mantras
- ✓ A values identification process
- ✓ Characteristics of an organizational culture

Budget & Resources
- ✓ The purpose of budgeting
- ✓ Budgeting models
- ✓ How to assess organizational impacts
- ✓ Hiring and retaining the right people

Expectation Setting
- ✓ Job vs. role descriptions
- ✓ The fundamentals of decision-making
- ✓ The impact on team dynamics

Relational Management
- ✓ Identifying the universe of relationships
- ✓ Tools and techniques on:
  - Communication skills
  - Decision-making preferences
  - Information processing preferences (sorting)
  - Dealing with difficult people
  - Conflict resolution
  - Authority vs. power

- Building teams vs. leading groups
- Problem-Solving Techniques
- Facilitation
  - Open-ended Questions
  - 'I-Messages'

Macro Structure
- ✓ Different management models
- ✓ Organizational systems and structures
  - Formal and Informal
- ✓ Alignment of systems and structures with leadership

Micro Structure
- ✓ Micro structures and span of control
- ✓ Systems and structures
  - Effective meetings
- ✓ Tools and techniques
  - Process improvement tools

Presence & Personal Power
- ✓ Values clarification process
- ✓ Personal identity definition
- ✓ Beliefs and choices assessment
- ✓ Disciplines of Presence & Personal power
  - Personal Congruence
  - Self-Discipline
- ✓ The role of the observer
- ✓ The Leadership impact zone

Using the Model
- ✓ Analysis & Planning
- ✓ Case Studies
- ✓ Managing Change and transitions
- ✓ The role of the champion
- ✓ Strategies and tools

Integration
- ✓ Personal case studies