



RHEARSE YOUR FUTURE L.L.C CAREERANDYOURLIFE.COM L.L.C

Program Descriptions and Objectives: With our busy schedules it might be difficult to find time to think about who we are, our strengths and weaknesses, our drives and personalities, our habits and values. Besides, many of us just are not inclined to spend much time on self-reflection. Even when personal feedback is presented to us, we are not always open to it, because *honest* feedback is not always

flattering. Consequently, many of us have a pretty low level of self-awareness. That is unfortunate, because **self-awareness (EI)** is an essential **first step toward maximizing our performance, lead-er-ship, and development of our skills**. Self-awareness (EI) can improve our judgment and help us identify opportunities for professional development, teamwork and personal growth.

Topics of Interest:

1. Project Management Fundamentals

This session offers a comprehensive exploration of the foundational principles of project management. The session will cover key concepts such as project initiation, planning, execution, monitoring, and closure. Students will gain insights into the significance of effective communication, stakeholder engagement, risk management, and resource allocation ensuring project success.

It aims to provide an understanding of fundamental project management best practices, providing students with the knowledge and tools necessary to effectively take their entrepreneurship initiatives, plans, and be able to have an intelligent conversation with prospective investors.

2. Accountability for Results - You can be given responsibility, but you have to take accountability

The presentation on "Accountability for Results" will delve into the crucial concept of holding individuals and teams responsible for achieving measurable outcomes and delivering on organizational objectives. This session will explore the significance of establishing clear expectations, fostering a culture of ownership, and implementing effective performance management strategies. Attendees will gain insight into the relationship between accountability and overall team success, learning practical approaches to set, monitor, and achieve purposeful goals. The session aims to equip students with actionable takeaways to enhance accountability within their teams and drive sustained performance excellence.

3. Building Confidence through Commitment!!

Based on his book "*You don't need Talent to Succeed, but Everything else Counts*" this presentation unlocks your inner capabilities to manifest your career and personal desires/aspirations. It will also give real life experiences and tips on how all of us have all the confidence needed for personal development. We all possess the ability to be able to align our desires with our thoughts. The "everything else" is like a safe containing something precious. Imagine that it is secured with a combination lock you are virtually turning the dial. Before you know it, you will crack the entire code and confidently map your journey to a successful future.

4. Maximizing "YOUR" future Performance!!

When you hear "you are on track", do you believe it? Are you going backwards, treading water, improving or maximizing your personal development and student performance? How do you know when your career or goals are of purpose, or if you are settling for that is the best I can do? You may be wondering "What can I rely on?" Being able to maximize your Future Performance empowers you to make the best decisions and gives you the best chance

of achieving everything you want. If you want to maximize your personal and student performance, a consistent optimal approach is your best solution.

This session will help you evaluate and assess your strategy for performing at your optimal level. We will take a look at the as-is and a to-be plan that can help you get to the levels of performance you are striving for.

5. Lead-er-Ship without Permission – Awaken the Leader in You!!

Leadership is a dialectical, pro-active process wherein an individual persuades others to do something they would not otherwise do. We need to learn how to empower our skills, enhance our competence and energize our "serving leadership" power. Most people think only executives, managers, and project leaders possess any leadership skills, but the facts reveal another truth - the ability to lead others is held by those who know they can lead from any position. While knowing a great leader can certainly improve the quality of people's lives, understanding how to become one yourself is the most important step of achieving your own successful life and career. People with leadership qualities are almost always the ones that rise above the crowd. For you, the good news is that you can study, learn and apply good leadership traits to your life in a purposeful way.

This session will ask provocative questions and provide you with a view of various leadership styles that can help you activate the leader in you. No one owns leadership, just start to lead from where you stand.

6. How to talk to Your Manager about Your Career, and Actually make it Happen!!

Both experienced and new employees are looking for career guidance and the next opportunity but are not quite sure how to go about it. Hector's presentation on "How to talk to your manager about your career and actually make it happen" contains several career-changing ideas that can put you in the right position to compete and meet your aspirations. This career discussion will help you answer questions such as:

- In a discussion with my manager, how do I initiate a conversation about my future?
- Is this something I have to do and if so, when is the right time?
- What are my responsibilities and what is my manager's role in moving my career forward?

How do I obtain guidance to move my career forward when I may not even see my manager F2F?

7. Effective Interviewing - Getting the Job

Interviewing for a job is a stressful and difficult process -- made more intense today because so many companies are reducing their workforce, thus increasing the number of applicants for a shrinking number of jobs. The competition for available jobs is fierce. Yet, you can beat competition and actually get hired in the job you really want.

This session will help you maximize your career and job-search knowledge and skills! Take advantage of this session and improve your potential and opportunities. This session will help you enhance your WHY, your WHAT, and your HOW factors. Not only interview for the job but increase your chances of getting it.

8. Why does Professionalism Still Matter?

The dictionary defines professionalism as the "meticulous adherence to undeviating courtesy, honesty, and responsibility in one's professional life." Does professionalism matter? For sure! Most people have difficulty defining it, but most of us can recognize the professional qualities in people we admire in our career. "You never get a second chance to make a first impression" is at the heart of professionalism. We must create a healing atmosphere through our first impressions with everyone we meet, especially the people we do business with.

This session will provide reminders, personal assessment and answers to why professionalism matters more today than ever before.

9. There is an “I” in Team

Great teams take time to ask what if, why, and why not. We exercise our intuition, our imagination, and our ingenuity—all critical i’s to high performance teamwork.

We learn to suspend judgment and open our minds and our hearts, allowing us to “wake up” and become aware of information and insights we never saw before. In doing so, we gain intelligence, another critical i in teamwork. We experience paradigm shifts, a reprogramming of the habitual mind. We shift from me-opic to we-opic vision, transcending independent thinking and unleashing interdependent power. We let go of insecurity and limit beliefs and develop trust within the team. In doing so, we uncover win-win solutions, mutually beneficial results that defy the assumptions of scarcity. There is no better way to do this than through healthy, cooperative teamwork, the very process of challenging one another to find a better way for everyone. There is no “i” in team...there are many.

This session increases awareness and helps individuals activate teamwork through **Integrity, Involvement and Influence.**

10. The Human Side of Change

Even in the most carefully planned future, we can all fail if we do not take each other into consideration. The Human Side of Change session is designed for us to develop an action plan for the change process that takes full advantage of our abilities and resources: it is all about people. From taking the steps to plan to implementation to behavior change, The session will show us how important our last-A-C-T is or **A**ttitude, **C**ommitment and **T**houghts, the ACT is followed by the I-O-N or ACT-ION, can make the difference between change for the better and no change at all.