

Qualifications for LEADERSHIP Training

A Practitioner's Perspective



Submitted by:
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Greetings

We are proud to introduce our Innovation Center. **The Breakthru Institute (TBI)** is designed to serve as your Conduit to reducing and/or eliminating roadblocks that occasionally arise in our clients' business, talent base, leadership (any level), or processes. Our training experiences focus on best practices, techniques. We also bring into your universe practical tools that are easy to implement in your organization.

Our Training Institute is a wholly owned subsidiary of CMA Enterprise Incorporated and is called The Breakthru Institute. It houses approximately six academies of which one of them is our Lean Six Sigma Academy. Descriptions of the Lean courses follow this correspondence. It is an expansion of our current 25 year old brand and it gives us the latitude to "Explore the Obvious" through Edu-tainment.

We are in the classroom... We are virtual... And We are here to coach you when you want independent study. Our TBI website is www.breakthruinstitute.biz

We look forward to your favorable response and if you have any questions, please contact the undersigned at 954-476-3525 or Oliver Williams at 786-286-0010.

Kindest regards,



Gail P. Birks, EMBA, LMBB, IATA
Managing Director
Mediator



Why Train with CMA's Leadership Programs?

Being a successful leader in your organization is important. More so is the ability to be sustainable is key to your life line.

CMA understands this desire and as a result designed this academy for new and seasoned leaders who want to refresh, acquire and sharpen their skill sets in the "figure it out as you go" world of leadership. It is a moving target and we have created a toolbox series that will ease some of the uncertainty for those in positions of oversight and administration of your organization's mission.

The developmental skills that are contained in your toolbox are tiered on the functional requirements that are needed for the excursion level. Additionally, TBI has developed a toolbox of worksheets and templates to assist you in your journey of sustainable success.

Courses are available in the series and also as individual ala carte topics.

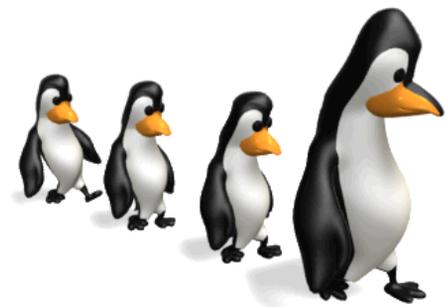
Leadership Academy II

The Leadership Academy II is designed for the Mid- and Senior level manager who oversees divisions, departments and/or corporations. It is designed to help this individual script their conversations when moving strategic goals forward... removing silos and building inclusive decision making cultures... and most important broadening their own perspectives on leading in a sustainable manner.

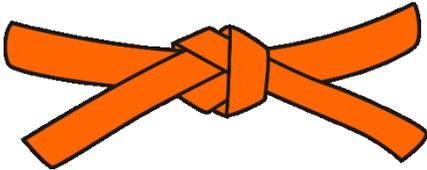
This series is structured to be 3-5 days over a 3 to 6 month timeframe. It also contains a toolbox of resources key to the learning process. You choose the topic that best fit your needs.

It is available online in a blended learning format.

- Topics covered include...
 - Lean Process Improvement
 - Design of X... Building the Business Case for Sustainable Success
 - The Cost of Poor Quality: Managing beyond the numbers
 - Managing the internal challenges of organization transformation
 - Facilitating Strategic Alignment and Deployment
 - Building the Business Case for Continuous Improvement
 - Enterprise Risk Management and Organization Maturity
 - Fiscal Accountability and Critical Paths
 - Setting metrics to measure organization performance
 - Time Mastery
 - Effectively Communicating Your Message
 - Leadership Styles (DiSC)
 - Situational Leadership and Emotional Intelligence
 - Strategic HR Planning: The Succession Plan
 - Mentoring the Next Generation
 - Leading a Climate of Diversity and Inclusion



Lean Champion Certification Course



This **2 day course equivalency** is designed to assist the Organization Leadership, Process Owners and/or Key Stakeholders in guiding their respective teams and sometimes the individual members on how to maximize their resources in a Lean Business Environment. From a management oversight perspective, the Champions will learn to utilize customized lean six sigma assessment tools that will help them to understand their own management styles as well as shape group culture for sustainable success and organization growth.

What Will I Learn?

Managers will become more empowered in their...

- Dialogue with steering committees and improvement teams
- Possess a toolbox customized for leadership and process owners
- Have heightened expectations and a clearly defined road map to monitor organization transformation.
- Enabled to strategically ask the right “Whys” and track sustainable progress.
- Become more effective and efficient in your leadership styles regardless of the strategic planning initiative facilitated.

Is there a Candidate Criteria?

Must be in a leadership and/or in a process owner capacity in your organization

Champion toolbox:

- 120+ page binder
- Champion Closure Summary
- Project tool Dashboard
- Supplemental reading: The Leader’s Window Or Journey to The Emerald City

For more information please visit
www.breakthruinstitute.biz



Board Governance and Accountability

Ultimately, the Board is responsible for managing the risk of the enterprise. This training session focuses on raising the awareness of the governing body when it comes to protecting the organization from the “noise that tends to infiltrate its walls and discussions.

Course Description: This course is designed to provide the introducing the basics of Enterprise Risk Management for Board using best practices from a Practitioner’s perspective.

The intended outcomes include:

- Clear understanding of the areas that need to be addressed
- The Players accountable for ERM
- The Impact of insufficient Monitoring
- Knowing that no question is a bad question

Performance Management and Compensation

- Training
- Leadership Development
- Communication (hierarchy,)
- Inclusive Strategic Planning and Monitoring
- Processes
- Managing by Walking the Halls

Compliance by any other name

- Reputation
- Operation
 - How we run the business
 - How we manage our talent (direct and indirect)

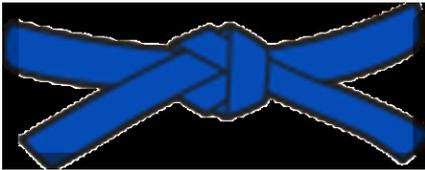
Strategy

- *(What does the composition of your executive leadership team look like? Is anyone missing who should be at the table?)*
- *Exclusive (board level? Staff level)*
- *Inclusive (who is at the table)*

Framing Compliance in the context of the entire Enterprise Qs to ask:

- What are the current compliance obligations and risks?
- Are there any ticking bombs sitting around?
- Who owns the risk?
- What controls are in place that will trigger in a timely manner problems that arise? And how well are our people trained to mitigate?
- How does the organization respond to failures in control? When is the board notified of extraordinary and/or significant issues?
- How are remediation priorities set?

Lean Business Leader



This training even focuses on the Entrepreneur in today's Business Environment to who must be able to speak the language of their corporate and government clients in order to close the deal. Additionally, structuring your own organizations in a manner that is efficient and sustainable.

This 4 day course (online equivalency) is designed to assist emerging and seasoned business owners in growing their businesses and their workforce

What Will I Learn?

- The Voice of the Customer/Business
- Understanding Your Maturity and Capability Levels
- Heightening awareness of Time and Resource Waste
- Supply and Demand Forecast Modeling
- Building a Balanced and Sustainable Scorecard
- Building and Marketing Your Brand

Intended Outcomes

- Innovative strategies for improving businesses of any size or industry
- Exposure to the universe of process and performance improvement
- Lean management tools that can be used in any decision scenario
- Building and /or expanding your vocabulary to converse "fluently" with your customers

Is there a Candidate Criteria?

Candidates should be in business/organizations at least 5.

For more information please visit
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Pre- and Post Toolbox Resources

The Institute includes in its Academy Toolboxes, Professional Assessment Instruments designed to assist participants in building their capacity and establish strategic action plans for their professional development. The

- DiSC Assessments used include...
 - Coping and Stress
 - Effective Listening
 - Selling Styles
 - 363 Degree
 - Time Mastery
 - Leadership 2.0 Plus
 - Work of Leaders (visioning and execution)

Also available will be subject pertinent articles and resource materials that reinforce the modules introduced in the series.

Using the materials above and other assignments integrated into the series, participants will experience pre and post activities and coaching sessions as applicable.

“We are the Organizers of Your Business Puzzle”

~Gail P. Birks, President



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