



# Tools for Intentional Excellence for the 21<sup>st</sup> Century Global Leader Course Curriculum Overview

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## *Course Summary Analysis*

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To minimize risks associated with the human factor and to improve the performance of operations within a school, business, or organization one should invest in training. For example, many companies suffer from a high staff turnover in areas of operations, administrative and support staff. If we wish to retain knowledge and keep the skills within this industry, its imperative leaders implement tools to motivate staff and show them their efforts are recognized. What defines a leader? Since the beginning of time, there has been a need for individuals to take the reins and lead. It's imperative for staff to also know they can grow professionally. Even though this topic has been discussed for years, the word "leadership" is often confused with the word "management." In addition, many people believe that the title of leader is reserved for those with a nameplate on their desk or a fancy title on their business card.

Leadership is not reserved for those with a 'C' in their title. Leaders can be found at many levels in our communities, businesses, organizations, and in homes across the world. On the other hand, a person can receive the title of manager based on an organization's structure; but not all managers are true leaders. In contrast, true leadership can be determined, observed, and measured by others' desire to follow you. We believe leaders should think and behave differently; to strive to achieve the pinnacle of leadership; to become leaders worth following.

It is through this approach that followers determine the designation of leadership -- not an organizational chart. These series of courses will provide participants the opportunity to focus on improving time management, decision-making and problem-solving skills. Other content within these sessions will include leadership skills, effective team building, and skills needed to be a successful leader personally and professionally.



### ***Course Materials***

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Cockrell, Rubin L. (2010). "The Hidden Curriculum" Life Lessons You Won't Learn in a Classroom  
Cockrell, Rubin L. (2021) "The Consequences of Being Trifling"

### ***Modes of Instruction and Learning***

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- PowerPoint Presentation
- Handouts
- Practical Exercises
- Video Links
- Group Activities
- Discussions
- Case Based Group Activities

## **Tools for Intentional Excellence Individual Trainings/Courses Breakdown**

Tools for Intentional Excellence Training/Course  
**(Learning to Lead from Within)**

Tools for Intentional Excellence Training/Course  
**(Boundaries for Leaders)**

Tools for Intentional Excellence Training/Course  
**(Unleashing Talent to Lead)**

Tools for Intentional Excellence Training/Course  
**(Building Trust, Credibility, and Respect)**

Tools for Intentional Excellence Training/Course  
**(Mistakes of Leaders)**



Tools for Intentional Excellence Training/Course  
**(The World of Wounded Leaders)**

Tools for Intentional Excellence Training/Course  
**(The Game of Inches)**

Tools for Intentional Excellence Training/Course  
**(Develop Your Leadership Potential)**

Tools for Intentional Excellence Training/Course  
**(Leadership Focused Management)**

Tools for Intentional Excellence Training/Course  
**(Just having the Title Doesn't Mean You're a Leader)**

Tools for Intentional Excellence Training/Course  
**(Years of Working doesn't Equate to being a Leader)**

Tools for Intentional Excellence Training/Course  
**(Learning Change in Your Organization)**

Tools for Intentional Excellence Training/Course  
**(Leading With the Right Questions)**

Tools for Intentional Excellence Training/Course  
**(Learning With Intentionality)**

Tools for Intentional Excellence Training/Course  
**(Senior Leadership Leading by Action and not Words)**

Tools for Intentional Excellence Training/Course  
**(Learning with Diplomacy & Tact)**

Tools for Intentional Excellence Training/Course  
**(Crucial Conversations for Leaders)**



Tools for Intentional Excellence Training/Course  
**(Leading with a Team Smarter than You)**

Tools for Intentional Excellence Training/Course  
**(Learning when to Fire You the Leader)**

Tools for Intentional Excellence Training/Course  
**(The Dangers of Leading Actively Retired at the Workplace)**

Tools for Intentional Excellence Training/Course  
**(The Consequences of a Trifling Leader or Leadership)**

Tools for Intentional Excellence Training/Course  
**(Learning to Lead and be a Talent Scout)**

Tools for Intentional Excellence Training/Course  
**(Learning to Lead Creating an Environment Conducive for Learning, Working, and Earning)**

Tools for Intentional Excellence Training/Course  
**(What Legacies do you want to Leave Behind)**

Tools for Intentional Excellence Training/Course  
**(Leading from the Back)**

Tools for Intentional Excellence Training/Course  
**(Situational Leadership)**

Tools for Intentional Excellence Training/Course  
**(Leading with Love & Patience)**

Tools for Intentional Excellence Training/Course  
**(Leading with a Past Everyone Reminds You Of)**



Tools for Intentional Excellence Training/Course  
**(Leading with No Boxes at all)**

Tools for Intentional Excellence Training/Course  
**(Leading Losing the Game)**

Tools for Intentional Excellence Training/Course  
**(How to Effectively Lead a Multi-Generational Organization)**

Tools for Intentional Excellence Training/Course  
**(How to Effectively Lead a Multi-Cultural Organization)**

### **Diversity, Equity, Inclusion & Belonging Courses**

Tools for Intentional Excellence Training/Course  
**(The Dimension of Primary & Secondary Diversity)**

Tools for Intentional Excellence Training/Course  
**(Global Diversity & Inclusion: What Does It Really Mean)**

Tools for Intentional Excellence Training/Course  
**(How to Address Conscious & Unconscious Biases in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Address Microaggressions in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Reinvent the Employee Experience)**

Tools for Intentional Excellence Training/Course  
**(How to Build a Diverse Purpose-Driven Organization)**

Tools for Intentional Excellence Training/Course  
**(How to Reset a Diverse Organizational Culture)**



Tools for Intentional Excellence Training/Course  
**(Building Resilience: Your Own and Your Workplace's)**

Tools for Intentional Excellence Training/Course  
**(How to Cultivate Empathy within a Diverse Workplace)**

Tools for Intentional Excellence Training/Course  
**(Strategies for Leading Effective Meetings)**

Tools for Intentional Excellence Training/Course  
**(How to Talk about Race with Your Employees)**

Tools for Intentional Excellence Training/Course  
**(Resiliency within a Diverse Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to be Intentional & Impactful with Diversity Recruiting)**

Tools for Intentional Excellence Training/Course  
**(How to Properly Address Gaslighting in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Encourage Allyship & Bystander Intervention)**

Tools for Intentional Excellence Training/Course  
**(Going Beyond having a Token Diversity Title & Check off the Box)**

Tools for Intentional Excellence Training/Course  
**(The Role of DEIB in Organizations and the Business Case)**

Tools for Intentional Excellence Training/Course  
**(How to Become a Culturally Diverse 21<sup>st</sup> Century Leader)**



## **Job Readiness**

Tools for Intentional Excellence Training/Course

**(Has Social Media Replaced the Three C's: Customer Service, Common Sense and Common Courtesy?)**

Tools for Intentional Excellence Training/Course

**(Just Enough Is Not Good Enough)**

Tools for Intentional Excellence Training/Course

**(Excellence Without Excuse)**

Tools for Intentional Excellence Training/Course

**(All of Us Are Important, but None of Us are Necessary)**

Tools for Intentional Excellence Training/Course

**(Working with Difficult People (Folks) Ain't No Joke)**

Tools for Intentional Excellence Training/Course

**(Taking Common Sense to High Places)**

Tools for Intentional Excellence Training/Course

**(When Leadership Calls Will You Be Ready?)**

Tools for Intentional Excellence Training/Course

**(From Rhetoric to Reality)**

Tools for Intentional Excellence Training/Course

**(What Is Your Word Worth?)**

Tools for Intentional Excellence Training/Course

**(Communication & Conflict Resolution for Leaders)**



Tools for Intentional Excellence Training/Course  
**(Power & Ethics of Leadership)**

Tools for Intentional Excellence Training/Course  
**(Practices of Exemplary Leadership)**

Tools for Intentional Excellence Training/Course  
**(Leadership Behaviors & Decision-Making Skills)**

Tools for Intentional Excellence Training/Course  
**Introduction to Leadership (Aspiring to Lead)**

Tools for Intentional Excellence Training/Course  
**(Addressing Generational Differences to Work toward a Common Goal)**

Tools for Intentional Excellence Training/Course  
**(Global Diversity: What Does It Really Mean)**

Tools for Intentional Excellence Training/Course  
**(How to Fight Unconscious Bias in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Reinvent the Employee Experience)**

Tools for Intentional Excellence Training/Course  
**(How to Build a Purpose Driven Organization)**

Tools for Intentional Excellence Training/Course  
**(How to Reset and Organizational Culture)**

Tools for Intentional Excellence Training/Course  
**(Building Resilience: Your Own and Your Workplace's)**

Tools for Intentional Excellence Training/Course  
**(How to Cultivate Empathy the Workplace)**





Tools for Intentional Excellence Training/Course  
**(Strategies for Leading Effective Meetings)**

Tools for Intentional Excellence Training/Course  
**(How to Talk about Race with Your Employees)**

Tools for Intentional Excellence Training/Course  
**(Resiliency within the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Improve Diversity Recruiting)**

Tools for Intentional Excellence Training/Course  
**(How to Properly Address Gaslighting in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Work Effectively in a Multi-Generational Environment)**

Tools for Intentional Excellence Training/Course  
**(How to Effectively Nurture and Inclusive Leadership Environment)**

Tools for Intentional Excellence Training/Course  
**(How to Effectively Increase Employee Engagement in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(Building upon Successful Wellness Techniques for the Workplace)**

Tools for Intentional Excellence Training/Course  
**(Developing Effective Competencies for Future Organizational Goals)**

Tools for Intentional Excellence Training/Course  
**(Building Future Leaders to Replace You)**



Tools for Intentional Excellence Training/Course  
**(How to Build Strategic Win-Win Partnerships)**

Tools for Intentional Excellence Training/Course  
**(Data Analytics Becomes Critical to Succeed)**

Tools for Intentional Excellence Training/Course  
**(Why Should Anyone Be Led by You)**

Tools for Intentional Excellence Training/Course  
**(Why Should Anyone Be Taught by You)**

Tools for Intentional Excellence Training/Course  
**(Why Should Anyone Be Managed by You)**

Tools for Intentional Excellence Training/Course  
**(Why Should Anyone Be Elected by You)**

Tools for Intentional Excellence Training/Course  
**(Professional Negotiation Skill-Managing Change & Conflict)**

Tools for Intentional Excellence Training /Course  
**(Are You Prepared for Global Leadership)**

Tools for Intentional Excellence Training/Course  
**(How to Deal with Harassment, Bullying & Violence)**

Tools for Intentional Excellence Training/Course  
**(The Value of Relationships and Client Satisfaction)**

Tools for Intentional Excellence Training/Course  
**(The Value of Five Star Customer Service)**

Tools for Intentional Excellence Training/Course  
**(How to Work Effectively with Internal & External Stakeholders)**



Tools for Intentional Excellence Training/Course  
**(The Art of Work Life Balance)**

Tools for Intentional Excellence Training/Course  
**(Are you a Change Agent in your Environment?)**

Tools for Intentional Excellence Training/Course  
**(The Art of Effective Team Building, Teamwork and Building Relationships while Expanding and Organization)**

Tools for Intentional Excellence Training/Course  
**(Effective Job Readiness Skills)**

Tools for Intentional Excellence Training/Course  
**(Efficient and Effective Time Management Skills)**

Tools for Intentional Excellence Training/Course  
**(Building a Culture of Trust amongst Peers & Stakeholders in the Community)**

Tools for Intentional Excellence Training/Course  
**(How to Become Relational and Transactional)**

Tools for Intentional Excellence Training/Course  
**(How to Become High Tech and High Touch)**



## **Life Skills Courses**

Tools for Intentional Excellence Training /Course  
**(Outrageous Leadership Skills)**

Tools for Intentional Excellence Training/Course  
**(Communication & Relational Skills)**

Tools for Intentional Excellence Training/Course  
**(Decision Making/Strategic Planning)**

Tools for Intentional Excellence Training/Course  
**(Effective Conflict Resolution & Mediation)**

Tools for Intentional Excellence Training/Course  
**(The Art of Self Talk, Habits, and Expectations)**

Tools for Intentional Excellence Training/Course  
**(The Art of Effective Communication, Both Verbal & Non-Verbal)**

Tools for Intentional Excellence Training/Course  
**(Winning Strategies for Efficient and Effective Time Management Skills)**

Tools for Intentional Excellence Training/Course  
**(Dealing with Difficult People)**

Tools for Intentional Excellence Training/Course  
**(How to Create Environments Conducive for Growth)**

Tools for Intentional Excellence Training/Course  
**(How to be Pro-Active in Reactionary Society)**

Tools for Intentional Excellence Training/Course  
**(You're Meant to Thrive)**



Tools for Intentional Excellence Training/Course  
**(Working Effectively with Multi-Generations in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(Ethics and Social Responsibility in the Workplace)**

Tools for Intentional Excellence Training/Course  
**(How to Brand You, Your Vision & Company)**

Tools for Intentional Excellence Training/Course  
**(Building a Culture that Serves the Customer)**

Tools for Intentional Excellence Training/Course  
**(Having a Problem-Solving Mindset)**

Tools for Intentional Excellence Training/Course  
**(Embrace Change or Become the Victim of Change)**

Tools for Intentional Excellence Training/Course  
**(Solving Problems: Generating and Evaluating Alternatives)**

Tools for Intentional Excellence Training/Course  
**(Learning to Lead Yourself before You Can Lead Others)**

Tools for Intentional Excellence Training/Course  
**(Preventing Unhealthy Workplace Conflict)**

Tools for Intentional Excellence Training/Course  
**(Tough Decisions: See It Through)**

Tools for Intentional Excellence Training/Course  
**(Proper Communication that Builds Trust)**

Tools for Intentional Excellence Training/Course  
**(How to Prioritize Life, Business and Family)**



Tools for Intentional Excellence Training/Course  
**(Stay Ready: Learning How to Stay Prepared for Opportunities)**

Tools for Intentional Excellence Training/Course  
**(Increasing Your Self Worth & Self Esteem)**

Tools for Intentional Excellence Training/Course  
**(Effective Ethics in the Workplace)**

**Course Subject items**

	<i>Detail</i>		
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• Analyze how to create a pro-active environment of prevention and positive change within the workplace.</li> <li>• Analyze what core competencies are needed to effective in personal and professional daily life pursuits.</li> <li>• Analyze how motivation affects employee performance within the workplace.</li> <li>• Analyze what it takes to turn life stumbling blocks into positive steppingstone.</li> <li>• Analyze how attitudes and behaviors in the working environment directly affect workplace performance.</li> <li>• Identify the characteristics of effective individuals and effective teams in the working environment.</li> <li>• Analyze the importance of critical thinking and how it affects our personal and professional life.</li> <li>• Analyze how resilience affects the organizational culture of a working environment and one personal life.</li> <li>• Measure the importance of vision in personal and professional life.</li> <li>• Determine best practices of how to prioritize business workplace assignments from personal task.</li> </ul>		



	<ul style="list-style-type: none"><li>• Examine positive coping mechanisms to handle stress within the workplace.</li><li>• Examine leadership skill types and what is suitable for certain environments.</li><li>• Construct a long-term strategic management plan for sustaining organizational and individual performance.</li><li>• Examine how to build consensus internally and externally within an organization.</li><li>• Examine the importance of effective decision making in the workplace and one personal life.</li><li>• Evaluate the application of a deliberate plan and make necessary adjustments to continuous improvement, crisis management scenarios and emergency interruptions</li></ul>		
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***Sample Training Discussion Questions that will be addressed during the duration of Courses***

- Why is strategic planning important to an organization? How does strategic planning help an organization?
- How do you prepare in the school, business and/or government environment to consistently identify and produce leaders?
- Why is team building important in the everyday productivity of one life?
- Why is understanding decision making as a leader important when leading others?
- How do you convey your vision or the company's vision to family and employees effectively?
- What are specific tools I need to strive toward excellence yet a balance within my life?
- How do I bounce back from failures or delays within my life to move positively forward?
- How and why has strategic planning become more flexible in recent years compared to the past?
- What types of competitive strategies are the most effective? Will the same strategy work in most venues? Why or why not?
- What is the role of strategic planning in creating value for an organization? Provide an example of how a company uses strategic planning to create value for the organization.
- Describe some options of how to be "pro-active" versus "re-active" within a working environment.



- Define risk and how it affects the strategy planning process. In relation to innovation, sustainability, and the job market, how would you decide whether a risk is worth taking the chance on when to create a strategic plan?
- Which of the following comes first, organizational structure or strategic planning? Why?
- Why is it important for an organization to identify the areas it wishes to measure before the implementation process begins? What would be the consequence if these clear measurement guidelines had not been developed before the implementation?

These trainings and/or courses have been broken down and have the flexibility to be customized for the following audiences:

**Middle School, High School & Collegiate Students**  
**Corrections Department & Inmates**  
**Non-Profit Organizations**  
**HR Departments**  
**Diversity & Inclusion Department**  
**Businesses & C-Suite Leaders**  
**Military Soldiers & Veterans**  
**Construction & Trade Industry**  
**Government & Elected Officials**  
**Athletes & Entertainers**

**[www.drrcockrell.com](http://www.drrcockrell.com)**  
**[info@drrcockrell.com](mailto:info@drrcockrell.com)**  
**(615)752-9414**