



# LEADERSHIP AND MANAGER/ SUPERVISOR Prospectus

Lean Excursions for  
Success and Sustainability



A division of CMA Enterprise  
Incorporated

# About Us



CMA Enterprise Incorporated is a Process and Performance Improvement Consulting firm. We specialize in raising your levels of maturity and enhancing your capability and capacity. Our approach is to use methodologies tied to the performance and process improvement disciplines that delivers AHA Moments™ again and again.

At CMA our reputation in the marketplace is that we are known for bringing our clients' organizations full circle so that we can move you forward. Our value proposition is ...

- Reliability
- Accuracy in Solutions Delivery
- Integrity
- Results Oriented
- Professional and Experienced

As a boutique Performance and Process Improvement Consulting Firm headquartered in Davie, Florida our clients receive a personal touch when it comes to service.

Our Team focuses on leading mid-sized and participating in teaming engagements that enables us to facilitate the following for our clients...

- *Mitigate challenging processes and performance issues within your organization,*
- *Facilitate Lean Six Sigma Certification Training and Project Coaching*
- *Recommend cost savings measures for ongoing sustainable improvement,*
- *Facilitate organization and workforce cultural transformation and diversity & inclusion framework,*
- *Enhance and identifying revenue streams when needed,*
- *Develop and/or review operating policies and Procedures for continuity and consistency in your operations,*
- *Maximize your leadership talent through one on one coaching and workforce training*
- *EEO Compliance Technical Assistance*
- *Resolve Conflict with proactive alternative dispute resolution*
- Project Management and Technical Assistance



## 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.

TBI 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.

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 I

This academy is for the manager/supervisor who is now “thrown” into the ranks of leader. The ideal candidate for this academy is someone who is new to management, recently promoted or less than three (3) years in a leadership role.

The series is scheduled to be 3-7 days over a period of 3 months.

It is also available online and in blended learning format.

- Topics include...
  - Managing Changing Expectations
  - Effective Communication
  - Situational Leadership
  - Peer Today... Boss tomorrow
  - Leadership Styles
  - Understanding the HR Cycle of Hiring, Developing and Exit strategies
  - Strategic Implementation and Planning
  - Problem Solving and Decision Making
  - Fiscal Management and Cost of Poor Quality
  - Diversity and Inclusion
  - Coaching and Mentoring
  - Winning Presentation Styles
  - Time Management
  - Setting Performance Metrics
  - Enterprise Risk Management and Organization Maturity
  - Facilitating Effective Meetings
  - Lean Six Sigma Yellow Belt
  - Negotiation and Influencing Skills
  - Understanding the Controllables in your Environment



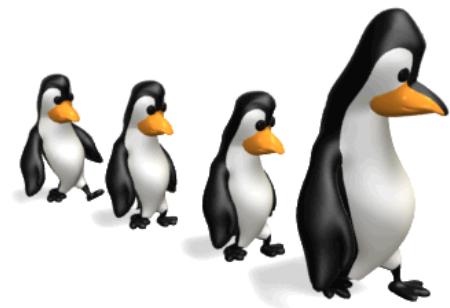
# Leadership Academy II

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 month timeframe. It also contains a toolbox of resources key to the learning process

It is available online in a blended learning format.

- Topics covered include...
  - Lean Six Sigma Champion Certification
  - 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



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