



g r o w i n g l e a d e r s

Workshops & Presentations

LEAP, Inc.
327 East Second Street
Suite 226
Los Angeles, CA 90012
213-485-1422
www.leap.org

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Leadership Education for Asian Pacifics (LEAP)

Developing People.

For LEAP, growing leaders is our mission.

We're doing this by:

- Developing leaders (Instilling Confidence) – Because we understand leaders are made, not born.
- Informing society (Sharing Knowledge) – Because we promote responsible policy making by educating and raising public awareness of Asian Americans and Pacific Islanders (AAPIs).
- Empowering society (Giving Hope) – Because we believe successful leaders are grounded in strong, vibrant communities.

LEAP understands that leaders are made, not born.

With unrivaled experience and a training curriculum designed by and for Asian Americans and Pacific Islanders, LEAP trains talented leaders for the nonprofit, public, private, and educational sectors.

We have offered programs and workshops of varying lengths for Asian Americans and Pacific Islanders and non-AAPIs in all sectors. Inspired by LEAP's training, our graduates have furthered their careers, forged coalitions, and founded organizations and employee groups.

Programs

The following pages are general descriptions of LEAP's leadership training workshops, and presentations and courses and assessment instruments that the LEAP staff have been certified to deliver. Many of the workshops may be customized according to our clients' needs.

Leadership Education for Asian Pacifics (LEAP)

Workshops & Presentations

Presentation & Workshop Descriptions

The following is a list of LEAP workshops.

Title	Purpose/Outcomes	Length
Assertiveness Training	Do you hate to “make waves?” Are you succeeding in making yourself heard? Asian Americans and Pacific Islanders who do top-notch work sometimes find themselves being overlooked because they do not assert themselves in the workplace in the same ways as other employees. This workshop tackles possible reasons for these problems and offers practical ways for Asian Pacific Americans to get the recognition they deserve.	45-120 min presentation 1/2 day (3-4 hrs) workshop 1 day (6-8 hrs) workshop
Assertive Interviewing	You've gotten to the interview phase. On paper, you've sold yourself as the best person for the job. But the interview counts for more than 80% of your score and it can make or break your chances to get the job. Learn how to effectively sell yourself and maximize the success of an interview through assertive communication. Through this practical, cultural-based workshop, Asian Americans and Pacific Islanders will learn the dos and don'ts of assertive interviewing and an overview of assertive communication techniques.	60-120 min presentation 1/2 day (3-4 hrs) workshop
Bridging the Gap: Understanding Asian Pacific Americans	This LEAP workshop is a comprehensive primer on Asian Americans and Pacific Islanders -- who are we, what is our history in the United States, what are the issues facing our communities, how are we perceived and misperceived by others, and how does our culture influence behavior. Using a multifaceted approach that examines history, demographics, diversity, community issues, stereotypes and culture, LEAP trainers get to the heart of what it mean to be “Asian American or Pacific Islander.”	45-120 min presentation 1/2 day (3-4 hrs) workshop
Build Your Personal Brand: Marketing & Managing You	If you were a product, how would you market yourself? Successful companies craft unique brand identities to set themselves apart from the competition. In an increasingly competitive workplace, individuals can also use these strategies to grab the attention of their employers and boost their career marketability. In this workshop, participants will learn from corporate marketing practices to discover their own brand identity.	60-120 min presentation 1/2 day (3-4 hrs) workshop

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Title	Purpose/Outcomes	Length
Change Management	Prepare to effectively lead and manage change through personal and behavioral flexibility.	2-3 hours workshop
Enhancing Your Personal Effectiveness	Discover how to effectively sell yourself and your ideas in different environments. Enhance your personal effectiveness when making presentations, during meetings or when networking. Through this practical, culture-based workshop, learn the “dos” and “don’ts” of assertive communication and effective communication techniques.	45-120 min presentation 1/2 day (3-4 hrs) workshop 1 day (6-8 hrs) workshop
Effective Facilitation	Designed to help you use the knowledge and skills needed to effectively facilitate group sessions/ meetings.	2 days
Effective Meetings	Provide tools, techniques and information to effectively participate and lead productive meetings	1/2 - 1 day
Effective Work and Communication Style (DiSC)	Determine how to best value what each individual brings to the organization by: <ul style="list-style-type: none"> • Developing a knowledge base and comfort level to be able to identify and share individual strengths and weaknesses and capitalize on other’s strengths. • Observing and identifying the strengths and weaknesses within themselves and others. • Identifying an area of development. 	1/2 day – 1 day
Getting Ahead: Skills for Career Success	Discover why some people climb the ladder to corporate success while others don’t. In this workshop participants will discover ways to help them build their image, develop good relations with their boss, acquire power and gain recognition. In addition, participants will learn ways to promote oneself, find a mentor and proactively manage your career.	60-120 min presentation 1/2 day (3-4 hrs) workshop 1 day (6-8 hrs) workshop
Managing The Asian Pacific Career	A successful career does not just happen. It requires thoughtful planning. Led by trainers experienced with Asian American and Pacific Islander workplace issues, participants will be Provided with a framework for examining their career and lifestyle needs, preferences and choices in the context of today’s rapidly changing workplace. This framework rests upon a unique blend of values, beliefs and attitudes drawn from our multicultural heritage as Asian Americans and Pacific Islanders.	60-120 min presentation 1/2 day (3-4 hrs) workshop 1 day (6-8 hrs) workshop

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The Power of Networking	<p>Do you hate networking? Feel that it is a stressful and false way to gain recognition and visibility. Through this session, participants will explore networking as an enjoyable process of interacting and building relationships with people to get things accomplished and to enrich our lives and those of others. Participants will find that networking will help build a sense of community and also strengthen existing relationships and expand circle of friends.</p>	<p>60-120 min presentation</p> <p>1/2 day (3-4 hrs) workshop</p>
Reading Organizational Dynamics	<p>Corporate politics, power. We all know it exists in organizations. Do you know how to read the organizational dynamics? Even if you don't want to "play the game" you need to know and understand "it" to successfully manage your career. During this stimulating workshop, you will explore the concepts of power and leadership, acquire critical skills to master the dynamics of power and develop effective career strategies</p>	<p>120 min presentation</p> <p>1/2 day (3-4 hrs) workshop</p> <p>1 day (6-8 hrs) workshop</p>
Risk Taking: Making Changes Happen	<p>Though often feared, taking risks is essential to personal and professional development. Participants will define risk taking, explore why people do or do not take risks and discuss possible cultural influences on risk-taking. Through this practical, cultural-based workshop, Asian Americans and Pacific Islanders will learn the strategies of how and when to use a risk-taking process model to think "out of the box" and go beyond their comfort zone.</p>	<p>60-120 min presentation</p> <p>1/2 day (3-4 hrs) workshop</p> <p>1 day (6-8 hrs) workshop</p>
Strategic Thinking	<p>Too often we are caught up in day to day activities and unplanned events with little time to think beyond tomorrow, next month and this year about our personal, career and business goals. During the Strategic Thinking session, the instructor takes the components of strategic planning such as determining a mission and vision and the SWOT analysis and guides participants thru a process of applying it to their personal & career situation. The workshop will provide participants with a life planning method and guide.</p>	<p>60-120 min presentation</p> <p>1/2 day (3-4 hrs) workshop</p> <p>1 day (6-8 hrs) workshop</p>
Team Formation	<p>Enable teams to focus and work as effectively as possible on a designated team assignment by providing them with a "Quick Start".</p>	<p>3 hrs</p>

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21st Century Leader	<p>What is a leader? In this workshop, the participants are guided through an exploration of LEAP's leadership framework based on a new leadership paradigm – one where individuals can keep their values and have the skills and ability to operate effectively in a diverse environment. Participants will discuss and assess: what is a leader, what are the characteristics of an effective leader and how does one become a leader. Techniques for incorporating key elements of this new leadership framework will be shared so that participants can become successful 21st century leaders.</p>	<p>45-120 min presentation 1/2 day (3-4 hrs) workshop</p>
Understanding the Asian Pacific Workforce	<p>Equip managers with the knowledge they need to be effective in today's multicultural workplace. In the context of the tremendous growth and complexity of Asian Americans and Pacific Islanders in the workforce, the participants are provided with an in-depth knowledge about the history, demographics, and diversity of this population. Participants will also learn about the cultural values, myths and stereotypes associated with Asian Americans and Pacific Islanders and discuss the answers to their frequently asked questions about AAPIs in the workplace.</p>	<p>60-120 min presentation 1/2 day (3-4 hrs) workshop</p>
Understanding Your Cultural Values	<p>Provides a self-discovery of the relationships between perceptions, behaviors, and values. Participants will discuss the relationship between cultural and mainstream value systems by answering the questions: How do my values influence my behavior and how do others perceive me? What are my core values that most strongly influence me? Participants will consider the impact of perceptions on personal and professional lives and will be challenged to devise solutions to rectify stereotypes and misperceptions.</p>	<p>60-120 min presentation 1/2 day (3-4 hrs) workshop 1 day (6-8 hrs) workshop</p>

Leadership Education for Asian Pacifics (LEAP)

**Community
Organization
Workshop
Descriptions**

The following is a list of LEAP organizational development workshops for community organizations.

Title	Purpose/Outcomes	Length
Fiscal Frankness for Grassroots Community Based Organizations Workshop	Running a nonprofit organization doesn't mean that it is any less of a business than a for profit company. This workshop addresses the obligations and realities of managing the finances of your grassroots organization. Financial success can support the long-term survival of your organization's programs.	60-120 min presentation 1/2 day (3-4 hrs) workshop
Managing Effective Collaboration	The velocity and complexity of today's changes require a balance between individual and pluralistic interests. Organizations are fueled by their ability to harness the power of diverse and dynamic teams-often across multiple environments. Learn how to foster healthy collaborations for growth and success.	60-120 min presentation 1/2 day (3-4 hrs) workshop
Measuring Organizational Success: The Balanced Scorecard Workshop	The Balanced Scorecard is a community developed systematic process for planning, tracking, measuring and evaluating a Community Based Organization's (CBO's) results. In today's world, CBOs are always looking for ways to get an edge when submitting proposals for funding. This systematic process is a way of clearly showing funders the program goals and how performance and finances will be tracked. Through standardized reporting and data, periodic reports to funders are easily created.	60-120 min presentation 1/2 day (3-4 hrs) workshop
Project Management Fundamentals	Ensure the success and efficiency of your program or project by utilizing the techniques and tools of Project Management. Designed for new program staff looking to learn the fundamentals of program management or experienced program staff seeking a refresher, this course provides the skills and understanding such as determining program scope, program planning, execution, and monitoring and cost control.	1/2 day workshop
Strategic Planning: Planning & Measuring For Success	A focus and direction both long and short-term are critical to a CBO's longevity and success. This workshop will provide AAPI CBO leaders with a systems process to strategic thinking, planning, and operational alignment using an approach that is positive, inclusive, and creative.	60-120 min presentation 1/2 day (3-4 hrs) workshop



Leadership Education for Asian Pacifics (LEAP)

Presentation & Workshop Descriptions The following is a list of LEAP presentations.

Title	Purpose/Outcomes	Length
Asian Americans and Pacific Islanders Contributions to American History and Diversity	How have Asian Americans and Pacific Islanders contributed to the growth and diversity of the U.S? In this presentation, learn about AAPI contributions to American history, science, politics, culture and how AAPI achievements have played a role in growth of this country.	30 – 75 min. presentation
Become Visible: Let Your Voice Be Heard	In this call to volunteerism, community involvement, and leadership, audiences are challenged to raise the visibility of their communities. Tips for increasing this visibility include: speaking out and standing up for your beliefs, being an active and engaged community representative, getting involved, taking leadership positions, and mentoring others to do the same.	30 – 75 min. presentation
Make Diversity A Core Value	Looking to energize your company about the importance of diversity not only as a “bottom line” but an essential value? With historical facts, contemporary information, and illuminating anecdotes, this course makes the case that diversity must be a fundamental business value that is practiced in the workplace.	30-75 min presentation

Leadership Education for Asian Pacifics (LEAP)

Certifications & Consulting Services

Certification The following is a list of courses and assessment instruments that the LEAP staff have been certified to deliver.

Certification/Description	Company
<p>Appreciative Inquiry A <i>generative</i> process that gives us a way to bring possibilities to life and develop our capacities. Through a carefully developed set of questions and a process of dialogue, we uncover stories of our "peak experiences" -- those moments in our lives when we felt most effective, most connected, and most alive.</p> <p>These stories provide irrefutable <i>proof</i> of our actual capabilities. They give rise to new images of what the future could be. They raise our sights, energize us and give us the courage to dream and act boldly.</p> <p>Rather than "accepting reality," we see that what we call "reality" is defined by what we choose to see, what we choose to think and talk about, what we choose to act upon. It follows that we have the capacity to <i>create</i> the kind of future we desire.</p>	Gaia-Flow Consulting
<p>DiSC Personal Profile System Helps leaders and followers understand the dynamic nature of leadership and how they can work together most effectively to get things done.</p>	Carlson Learning
<p>Promises, Promises!™ Promises, Promises!™ places people in a situation that forces them to confront the pressures and obstacles of interdependent teams and demonstrates the strong relationship between quality communication and quality results. To meet their goals and become a United League of Nations, all teams must get the right resources to the right people according to their needs and deadlines. Participants walk away from Promises, Promises!™ understanding that everyone within an organization is a supplier and a customer.</p> <p>Each country in Promises, Promises!™ represents the different roles, people, departments, locations, teams or areas within an organization. A common vision helps participants recognize how to fulfill their objectives and ultimately they understand how to help their organization become more competitive.</p>	Eagles Flight

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Certification/Description	Company
<p>Gold of the Desert Kings™</p> <p>Gold of the Desert Kings® addresses the issue of effort versus productivity. Participants are placed in circumstances with limited time and resources and must rely on their team to achieve their goals. Without upfront planning and effective use of information, teams spend most of their time "fighting fires" instead of achieving productive outcomes.</p> <p>The pressures and anxiety experienced in Gold of the Desert Kings® are similar to those experienced daily in a hectic work schedule. Participants contend with deadlines, a perceived lack of resources, others' points of view and the pressure to just do something while trying to accomplish team objectives.</p>	<p>Eagles Flight</p>

Leadership Education for Asian Pacifics, Inc. (LEAP) is a national, non-profit organization founded in 1982 to achieve full participation and equality for Asian Pacific Americans (APAs). Unmatched in vision and scope, LEAP offers leadership training, publishes original public policy research, and conducts community education to advance a comprehensive strategy of Asian Pacific American empowerment.

LEAP has steadily grown from its roots as a volunteer organization offering community training, into a national organization with a current clientele of nearly 500 nonprofit, community and student organizations; federal, state and local government agencies; colleges and universities; and Fortune 1000 companies.

For the past twenty-one years, LEAP has been intent on "growing leaders." LEAP programs encourage individuals to assume leadership positions at work and in the community, to be informed and vocal about policy issues relevant to APAs, and ultimately, to become role models for future leaders.

developing people

Leadership Management Institute
Leaders are made, not born.

With unrivaled experience and a training curriculum designed by and for Asian Pacific Americans, LEAP trains talented leaders for the nonprofit, public, private, and educational sectors. We offer weeklong, one-day, and customized training for Asian Pacific Americans and non-Asian Pacific Americans in all sectors. Inspired by LEAP's training, our graduates have furthered their careers, forged coalitions, and founded organizations and employee groups.

informing society

Asian Pacific American Public
Policy Institute
Leaders know the issues.

LEAP is the only national organization dedicated to producing original policy research about our communities. Our research is at the forefront of public policy affecting Asian Pacific Americans. In publishing reports and convening symposia with scholars, experts, and Asian Pacific American leaders throughout the nation, LEAP defines a policy agenda responsive to community needs.

empowering communities

Community Development Institute
Leaders are grounded in strong,
vibrant communities.

To build community infrastructure and mobilize a national network of Asian Pacific American leaders, LEAP is pursuing a long-range strategy. We design and deliver leadership and organizational training for Asian Pacific American nonprofits. The impact of LEAP's training goes beyond its initial delivery. Our model trains community leaders so that they can, in turn, train and empower others. In addition, LEAP cultivates active community networks through national and regional caucuses.

327 East 2nd Street Suite 226
Los Angeles, CA 90012-4210
phone: 213.485.1422
fax: 213.485.0050
email: leap@leap.org
website: www.leap.org

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