

LEADERSHIP TRAINING PROGRAM 2024 ©

The focus of this eight-month program is to develop managerial skills. Adult learners learn by doing and receiving feedback. In this program, participants will learn and practice new skills by role-playing sessions with feedback, followed by the application of the new skill once back on the job. There are two formats for learning. Either format allows the participant to apply the lessons learned and make the necessary changes to implement the new skills. Pre-Session preparation is required with either format. To maximize program effectiveness class size limited to a minimum of 8 and a maximum of 12 participants.

PRE-SESSION PREPARATION

Each participant and their manager will complete a short needs assessment identifying their strengths, development needs, and goals for the program. By the second session, each participant will develop a training development plan based upon the needs and goals agreed upon by the manager and participant.

Participants will complete an Everything DiSC Work of Leader® and a Five Behaviors Personal Development® teamwork assessment or if selected a Five Behaviors of a Team assessment, this includes each participant's team. These assessments help the participants better understand their personal styles and team cohesiveness strengths and weaknesses.

TRAINING FORMATS

Management training to be successful is not a “one and done” process, it takes time. Below is a recommended eight-month long program that covers the most needed managerial skills. The program can be conducted in one of two formats:

- Zoom with two monthly ½ day sessions for each topic broken in two 90-minute sessions separated by a 30-to 60-minute break to avoid “Zoom fatigue” or
- One monthly in-person six-hour session with practice assignments to be completed between sessions.

INDIVIDUAL PARTICIPANT COACHING

Each participant will receive three hours of individual coaching in the program. This allows each participant individually to receive one-on-one attention and coaching to help them learn the material. It is recommended that participants schedule one coaching session in the beginning of the program, one in the middle and one at the end. The responsibility for scheduling the coaching session is the participants.

TRAINING SESSIONS AGENDA

- 1) Debriefing: DiSC Work of Leader assessment and discuss how to apply the lessons learned.
- 2) Discussing: How to be the Leader That is Remembered, Respected, and Valued. There are five traits that participants will learn about those traits and how to apply them to be a more effective leader, one that is remembered and valued.
- 3) Building: A More Effective and Cohesive Team using the Five Behaviors of a Cohesive Team in one of two ways: 1) conducting a Personal Development assessment for each participant to introduce the idea of the Five Behaviors and how they work; or 2) For an additional fee conduct Five Behaviors of a Cohesive Team assessment for each participant and their direct reports, followed by an individual team debrief. This includes a six month follow up assessment follow-up to measure progress.

- 4) **Coaching:** Learning how to give Timely and Effective Feedback. Giving and receiving feedback are essential skill for all managers. Participants will learn and practice how to give and receive both positive and constructive feedback.
- 5) **Accountability:** Managing Performance and Behavioral Issues in the hybrid work environment. This is one of the most challenging topics a manager has to deal with. Participants learn and practice how to have effective performance discussions.
- 6) **Delegation:** Strategies to be a More Effective Leader and develop your team. Delegation is a critical skill managers have to learn if they want to build a stronger more resilient team. Participants will learn and practice how to effectively delegate, the kind of tasks to delegate, and how to provide oversight without micromanaging.
- 7) **Motivating:** Engaging your team to improve productivity and retention. Motivation, engagement, and retention of employees is a critical skill in this economy. Participants learn the way managers can have significant influence to show employees they care about them and to drive engagement and productivity.
- 8) **Leading a Change Initiative.** Over 90% of change initiatives fail. In this workshop participants learn the best practices for leading a change initiative and traps to avoid failure.

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Program investment includes all assessments described above, any material customizations, presentation at classes, class evaluations, and individual participant coaching. The only additional costs are for books that may be recommended and for the cost of Five Behaviors of a Cohesive Team assessments and individual team debrief session if the full team option is selected. All travel and related expenses are invoiced as incurred without markup.