

EMERGING LEADER SERIES

AUDIENCE

IC Individual Contributors

FS First-time Supervisors

FL Front-Line Leaders

FORMATS

In-Person:

Virtual:

“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.”

OVERVIEW OF COURSE SERIES

Rapid development of new and effective leaders is a priority for many organizations across numerous industries facing complex challenges including a wave of senior level retirements and unplanned turnover of mid-career leaders. In addition, many emerging leaders are impatient to accelerate their career trajectories, and they seek opportunities elsewhere if they feel that their current organization doesn't support those ambitions.

More than ever before, organizations are helping their emerging leaders quickly learn and deploy core management skills, develop a broad strategic perspective, take their leadership skills to the next level, and expand their professional and personal networks.

Presented over ten weeks, this intensive virtual learning program is designed to help new managers master core business concepts and build key skills including leadership, strategy, communication, coaching, and negotiation. Participants will gain a cross-functional view through sessions led by instructors specializing in each subject area and through project-based learning.

Courses in the series include:

- Your Personal Leadership Brand
- Time and Priority Management
- The Leader as a Coach
- Communication Skills for Leaders
- DISC-Based Communication Strategies
- Managing Difficult Conversations
- Employee Motivation and Performance Reviews
- Intentional Leadership and Delegation
- HR for the Non-HR Leader
- Emotional Intelligence for Leaders

Jack Welch



BUSINESS IMPACT

1 Provide opportunities for your “emerging leaders” to develop and grow, accelerating their path to leadership success.

2 Increase retention of high-potential leaders who want to know that the organization is investing in their career progress.

3 Avoid the challenges created when high-performing individual contributors struggle with the transition into a leadership role.

4 Enhance the effectiveness of first-time supervisors which will boost the engagement and productivity of their teams.

5 Provide guidance and support to non-traditional candidates for leadership roles to help ensure successful transition.

6 Enhance the “pipeline” of effective leaders ready to take on mid-level and senior-level leadership roles.

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10-WEEK LEARNING JOURNEY *Each session and the overall learning journey can be expanded and fully customized.*

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
<p>Your Personal Leadership Brand</p> <ul style="list-style-type: none"> • Why do you lead? What is your leadership motivation? • Identify your values and how they align with your team's • Define your vision and learn how to communicate it • Cultivate self-awareness and identify your personal BOD • Understand the concept of serving those you lead • Show your team that you care and help them succeed 	<p>Time and Priority Management</p> <ul style="list-style-type: none"> • Mindset shift from self to productivity through others • Define goals and priorities for strategic planning • Create a work management matrix • Plan tasks and assign roles and responsibilities • Gain commitment from bosses and team members • Course correct as needed and celebrate successes 	<p>The Leader as a Coach</p> <ul style="list-style-type: none"> • Characteristics of a leader as a coach • Leadership and coaching styles • Diagnosing root causes of performance issues • The Alignment Ladder • Setting SMART goals • The GROW model for coaching conversations • The SBI model for providing feedback 	<p>Communication Skills for Leaders</p> <ul style="list-style-type: none"> • The process of communication and barriers • Importance of clarity, brevity, and humanity in business communication • Written communication including effective emails • 1:1 interpersonal communication including active listening • Group presentations and visual communication 	<p>DISC-Based Communication Strategies</p> <ul style="list-style-type: none"> • Self-awareness of one's behavioural style: natural strengths and cautions • Flexing communication approach based on team styles and preferences • Creating favourable work conditions based on DISC • Demeaning and directive behaviours to avoid • DISC-based influence and persuasion approaches
WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10
<p>Managing Difficult Conversations</p> <ul style="list-style-type: none"> • The "natural tension" of difficult conversations • Different conflict management styles • The impact of emotions and words • Assertive communication techniques • Voice, tone, and body language • Steps for a successful conversation 	<p>Intentional Leadership and Delegation</p> <ul style="list-style-type: none"> • Your natural leadership style • Leadership vs, Management • Benefits and limitations of your style • Adapting your style to the individual's readiness (skill and will) • Intentional delegation mindset • Four step delegation process • Helping your team grow 	<p>Employee Motivation and Performance Reviews</p> <ul style="list-style-type: none"> • 10 proven employee engagement drivers • How to crack the "motivational code" of each individual employee • Setting clear performance expectations • Gaining the employee perspective in a dialogue • Addressing performance issues directly in a fact-based manner 	<p>Human Resources for the Non-HR Leader</p> <ul style="list-style-type: none"> • Understanding the role of HR in an organization • Organizational structure and job descriptions • Manpower planning and compensation design • Your role and responsibilities as a leader • Employment laws and employee rights • Managing discipline and grievances 	<p>Emotional Intelligence for Leaders</p> <ul style="list-style-type: none"> • EQ vs. IQ • Self-awareness and actualization • Self-expression and assertiveness • Empathy and social skills • Decision-making and problem-solving • Stress management and self-regulation • Motivation and collaboration