

LEADING OTHERS

SAMPLE CONTENT OVERVIEW (4-day program) *

Transition into your Leadership Role	Set direction and build purpose	Empower and Follow up	Develop Direct Reports	Assess and Improve Performance	Select Team Members and Build the Team
<ul style="list-style-type: none"> • How you uniquely add value to the organization • Transition in: <ul style="list-style-type: none"> • Work values • Time application • Skills • How your role as a leader is linked to other roles in the organization • How you free up time to be a leader 	<ul style="list-style-type: none"> • Set measurable and motivating objectives • Tie objectives to the overall business strategy • Drive engagement through objective setting • Prioritize in accordance with how you add value 	<ul style="list-style-type: none"> • Achieve results through others • Deal with reasons for not delegating • Delegate tasks and responsibilities in a motivating way • Empowerment by delegating authority • Effectively follow up on a regular basis 	<ul style="list-style-type: none"> • Apply coaching on a day to day basis and develop a coaching style • Set SMART development goals • Link development goals directly to business objectives • Coach for performance 	<ul style="list-style-type: none"> • Prepare and execute performance appraisal and development talks • Provide feedback in a way that creates acceptance and learning • Address lack of performance and handle the "difficult conversation" 	<ul style="list-style-type: none"> • Recruit direct reports for tomorrow – not just for today • Build a high-performance team • Deselect low performers and optimize your team • Improve engagement of the team
PERSONAL DEVELOPMENT PLAN & EXECUTION PLAN					
WORK VALUES & TIME APPLICATION ADJUSTMENT					
LEADERSHIP BEHAVIORS & LEADERSHIP PERFORMANCE INDEX® SURVEY					

* The program will be customized to your organization