

# Take the Lead

## OVERVIEW

This extensive training program provides 11 sessions to train and develop leaders for current and future leadership challenges. This program is high-impact training, and each module is highly interactive with an emphasis on discussion and real-world applications.

## LEARNING OBJECTIVES

- Learn about conceptual leadership frameworks and how they drive and guide a leader's behavior
- Identify hidden dangers to the organization and develop effective responses
- Develop high-impact communication techniques to inform, persuade and build consensus
- Formulate effective leadership strategies, execute strategic plans and make effective decisions consistently
- Retain and engage employees by creating the right work environments and building trust
- Create adaptable cultures that allow employees to thrive and grow

## COURSE HIGHLIGHTS

### Developing your leadership framework

- Find out how much you lead vs. how much you manage
- Take the test and see how you rate on each of the critical elements of leadership
- Work through the real measures of leadership success—your organization's key performance indicators
- See how your principles, values and attitudes help and hurt your leadership and decide what changes you need to make
- Define integrative thinking—how to hold ambiguous and conflicting ideas in mind and remain a confident leader

### Effective leadership strategy

- Discover what your dominant strategy is and why it's important
- Use SWOT analysis to check the organization's current position on the competitive map
- Pinpoint the best targets of opportunity for growth in the short and long term
- Learn a proven method to ensure all employees know the essentials of the strategic plan and what's expected of them
- Design an organization performance scorecard that lets everyone know how they're doing at all times

### Executing your strategic plan

- Understand how organizational success often leads to complacency, which then leads to failure
- Identify why breakdowns in execution occur and what you can do to prevent them
- Learn what the tangible and intangible impacts of ineffective strategy execution are to the organization
- Develop a higher level of personal accountability within all employees

### Communicating as a leader

- Understand why people buy into ideas—and why they don't
- Use the DICE approach to plan your important communications
- Apply the presentation techniques used by professional speakers
- Lead engaging, participative meetings that start and end on time and get results
- Learn how to write effective emails that highlight your professionalism and leadership vision
- Restore trust when it's lost with colleagues, subordinates and the community

## COURSE OVERVIEW

### Creating an adaptive organizational culture

- Describe the dimensions of culture and how yours should align to maximize effectiveness
- Learn how to assess the adaptiveness of your current culture
- Identify the effects of a strong culture—both positive and negative
- Work through the benefits and challenges and methods of moving to a more adaptive business culture
- Develop a long-term plan for nurturing an adaptive culture

### Effective decision making

- Identify factors that limit the use of a wide range of facts and hinder a logical process in decision making
- Find out why emotions are a part of every decision and how to manage them effectively
- Avoid the most critical errors in collecting and analyzing data
- Analyze the major decision-making models and how leaders use them as they grow in experience
- Understand how to integrate a fact-based approach with your experience and intuition

### Tough-minded leadership

- Understand the drivers of tough management action that are revealed in budgets and financial statements
- Identify your critical measures of financial and operational performance
- Learn the characteristics of tough-mindedness—being realistic, objective, courageous and savvy
- Master the steps of being a tough-minded leader

### Retaining and engaging employees

- See the surprising new data about retention and engagement you need to know
- Discover major opportunities to reduce turnover and increase innovation and productivity
- Understand the pivotal factors that maximize employee engagement and retention
- Develop specific action plans and goals for increasing engagement and retention
- Ensure that your most talented employees aren't pushed to do too much too fast

### Leading a team of high performers

- Discover the unique organizational factors that support high performers
- Understand how to quantify the vital roles high performers play in the success of the organization
- Identify what high performers want and need—and how to provide it without hurting your organization
- Give effective feedback to high performers to keep them grounded yet still growing professionally
- Learn how to deal effectively with jealousy from other employees over the attention high performers receive

### Collaborating and building alliances

- Identify the tangible and intangible costs of silos on the organization and how they impact profitability
- Learn why most employees don't feel like they're "on the same team" and how you can change that

- Understand the formal and informal channels of communication and how to use them to collaborate more
- Define what alliances are and how to build, guide and change them as circumstances change
- List the key reasons why strategic alliances are critical for organizational success

### Human capital development

- Identify the critical activities needed in a robust HCD program
- Learn the difference between efficiency-based and knowledge-based approaches and how it may change your thinking
- See how to deal with marketplace uncertainty in developing an effective HCD plan
- Know how to make sure your HCD plan is operationally effective—and what happens if you don't
- Understand how to deal effectively with misalignment—when good employees are in the wrong job

### TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)