



# Effective Leadership Development<sup>TM</sup> Management Development Schedule

*"The Deeper Your Relationships, the Stronger Your Leadership. The main business of business is to connect with - and add value to - people." Robin Sharma*

## Schedule of Sessions

Pre-conference Goal setting

one-on-one session

Kick off meeting

Including Leadership Effectiveness questionnaire

### LESSON ONE: *Successful Leaders are Made - Not Born*

- ✓ Building on the Base of Success
- ✓ The Slight Edge<sup>®</sup>
- ✓ The Purpose of Leadership Development
- ✍ The Definition of Success
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant's feedback sheet*
- ✍ *Plan of Action*

### LESSON TWO: *Improving Results Through Better Time Management*

- ✓ The Value of Time
- ✓ Managing Your Time
- ✓ Managing the Time of Others
- ✓ Maximizing Time Use
- ✓ The Benefits of Time Management
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant's feedback sheet*
- ✍ *Plan of Action*

**LESSON THREE: *Exercising Authority Effectively***

- ✓ The Source of Authority
- ✓ A Positive Approach to Discipline
- ✓ Planning, Preparing, and Preventing
- ✓ Accountability
- ✓ Taking Corrective Action
- ✓ “Tell me about it” Coaching process
- ✓ Handling More Serious Problems
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant’s feedback sheet*
- ✍ *Plan of Action*

**LESSON FOUR: *The Art of Delegation***

- ✓ What Is Effective Delegation?
- ✓ Attitudes for Delegation
- ✓ Levels of Delegation
- ✓ Feedback on Performance
- ✓ Upward Delegation
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant’s feedback sheet*
- ✍ *Plan of Action*
- Mid-term evaluation*

**LESSON FIVE: *Effective Communication is a Leadership Essential***

- ✓ Communication Really Is a “Two-Way Street”
- ✓ Communicators are Made Not Born
- ✓ Understanding Yourself
- ✓ What Motivates People
- ✓ Attitudes for Improving Communication Skills
- ✓ The True value of Downward Communication
- ✓ Upward Communication Is a Win-Win
- ✓ Overcoming Communication Barriers
- ✓ Setting Communication Goals
- ✓ The Rewards of Successful Communication
- ✍ *Application and Action*
- ✍ *Participant’s feedback sheet*
- ✍ *Plan of Action*

**LESSON SIX: *Motivating People to Produce***

- ✓ Understanding Motivation
- ✓ Traditional Methods of Motivation
- ✓ Attitude Motivation
- ✓ Using the Power of Informal Groups
- ✓ Developing a Motivation Plan
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant’s feedback sheet*

✍ *Plan of Action*

**LESSON SEVEN: *Preventing and Solving Problems***

- ✓ Opportunity in Every Difficulty
- ✓ An Ounce of Prevention
- ✓ Attitudes for Problem Prevention
- ✓ Defining the Problem
- ✓ Separating Organizational and Personal Problems
- ✓ Productive Handling of Problems Involving People
- ✓ Dealing with Irrational Behavior
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant's feedback sheet*
- ✍ *Plan of Action*

**LESSON EIGHT: *Developing People's Potential***

- ✓ The Key to Increased Productivity
- ✓ Training and Developing the Right People
- ✓ The Benefits of Training and Developing People
- ✓ Principles of Learning
- ✓ The Development and Training Process
- ✓ Your Attitude Toward Training and Development
- ✓ The Manager and the Bottom Line
- ✍ *Application and Action*
- ✍ *Case study*
- ✍ *Participant's feedback sheet*
- ✍ *Plan of Action*
- Final evaluation*

***Review and Participants Graduation***