

## XYZ's 16 Session Leadership Development Training Curriculum

Date	Executive Team Program / Topic	Learning Objectives – Participants Learn To:	Leadership Team Program / Topic	Learning Objectives – Participants Learn To:
Pre-work Benchmark Skills Assessment	<b>Leadership Skills Assessment – 1<sup>st</sup> Benchmark</b>		<b>Leadership Skills Assessment – 1<sup>st</sup> Benchmark</b>	
Session #1	<b>Understanding XYZ's Strategic Plan, XYZ Leadership &amp; Your Role in It</b>	<ul style="list-style-type: none"> <li>- Use the Strategic Plan as a Daily Leadership Tool</li> <li>- Communicate the Strategic Plan to all Staff/Team</li> <li>- Clarify How Each Team Member Fits into the Plan</li> </ul>	<b>Understanding XYZ's Strategic Plan, XYZ Leadership &amp; Your Role in the Plan</b>	<ul style="list-style-type: none"> <li>- Use the Strategic Plan as a Daily Leadership Tool</li> <li>- Communicate the Strategic Plan to all Staff/Team</li> <li>- Clarify How Each Team Member Fits into the Plan</li> <li>- W/S: Program Project Introduction</li> </ul>
Session #2			<b>Communicating Across Various Personality &amp; Communication Styles (Platinum Rule™)</b>	<ul style="list-style-type: none"> <li>- Assess the Strengths &amp; Weaknesses of Four Main Personality &amp; Communication Styles</li> <li>- Leverage the Strengths of Each Style</li> <li>- Adjust communication styles to enhance communication</li> <li>- W/S: Program Project Meeting</li> </ul>
Session #3			<b>Keeping Productive Time Productive</b>	<ul style="list-style-type: none"> <li>- Assess and manage your time</li> <li>- Identify waste: time, process, etc</li> <li>- Process flows, Identify Projects</li> <li>- Manage meetings</li> <li>- W/S: Program Project Identification</li> </ul>

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<b>Session #4</b>			<b>Managing Projects</b>	<ul style="list-style-type: none"> <li>- Assess the Project Management Institute’s 5 Step Project Management Process</li> <li>- Identify PMI’s Project Steps</li> <li>- Initiate Project Schedule</li> <li>- W/S: Laying Out a Project Plan</li> </ul>
<b>Session #5</b>			<b>Building &amp; Leading Work Teams</b>	<ul style="list-style-type: none"> <li>- Analyze the Tuckman Team Model</li> <li>- Practice team meetings management techniques</li> <li>- Clarify team member roles &amp; responsibilities</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Leading Project Teams</li> </ul>
<b>Session #6</b>	<b>Making Decisions Creatively</b>	<ul style="list-style-type: none"> <li>- Assess Organizational Readiness for Decision Making</li> <li>- Listen &amp; Think Critically</li> <li>- Employ Various Creative Decision Making Techniques</li> </ul>	<b>Making Decisions Creatively</b>	<ul style="list-style-type: none"> <li>- Assess Organizational Readiness for Decision Making</li> <li>- Listen &amp; Think Critically</li> <li>- Employ Various Creative Decision Making Techniques</li> <li>- Creating Surveys/Data Gathering</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Project Problem Solving</li> </ul>
<b>Session #7</b>			<b>Leading Their Way</b>	<ul style="list-style-type: none"> <li>- Identify Leadership Styles</li> <li>- Analyze The 5 Stages of Focused Leadership Development™</li> <li>- Apply Situational Leadership features to Project plans and teams</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Identify team leadership needs</li> </ul>

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<b>Session #8</b>			<b>Leading a Multi-Generational Workforce</b>	<ul style="list-style-type: none"> <li>- Identify strengths and challenges of diverse workforce</li> <li>- Identify opportunities to leverage various perspectives for enhanced performance</li> <li>- Identify ways to Bridge Communication Gaps</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Project Team Communications</li> </ul>
<b>Peer Reviews</b>			<b>Team Peer Assessment #1</b>	<ul style="list-style-type: none"> <li>- 1st Project Team Peer Assessment to provide feedback on team member performance</li> </ul>
<b>Session #9</b>	<b>Leading Effective, Sustained Organizational Change</b>	<ul style="list-style-type: none"> <li>- Identify drivers and fears of change</li> <li>- Apply John Kotter’s 8 Step Change Process to Project Plan</li> <li>- Identify methods to minimize resistance and create sustained, positive organizational change</li> </ul>	<b>Supporting, Leading, and Liking Change</b>	<ul style="list-style-type: none"> <li>- Identify drivers and fears of change</li> <li>- Apply John Kotter’s 8 Step Change Process to Project Plan</li> <li>- Identify methods to minimize resistance and create sustained, positive organizational change</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Incorporating Change Strategy into the Project</li> </ul>
<b>Session #10</b>			<b>Focusing on Your Customers</b>	<ul style="list-style-type: none"> <li>- Confirm Service in every job</li> <li>- Identify Customer Expectations</li> <li>- Determine Ways to WOW customers</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Assessing Customer Impact of Project</li> </ul>

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<b>Session #11</b>			<b>Managing Difficult Interactions / Working with Difficult People</b>	<ul style="list-style-type: none"> <li>- Identify self and team conflict &amp; negotiation styles</li> <li>- Manage difficult interactions</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- Address difficult staff behaviors</li> <li>- W/S: Project Team Meetings / Team Members</li> </ul>
<b>Session #12</b>			<b>Demonstrating Leadership Through Communication</b>	<ul style="list-style-type: none"> <li>- Initiate Productive Face-to-Face Interactions</li> <li>- Clarify expectations</li> <li>- Hold staff accountable</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Project &amp; Team Planning</li> </ul>
<b>Session #13</b>	<b>Building Depth &amp; Developing Your Future Workforce: Developing &amp; Retaining Talent</b>	<ul style="list-style-type: none"> <li>- Create an Organizational Succession Program</li> <li>- Identify Organizational Hot Spots</li> <li>- Develop Targeted Skills Planning Programs</li> </ul>	<b>Developing, Coaching, Mentoring &amp; Retaining Talent</b>	<ul style="list-style-type: none"> <li>- Create an Organizational Succession Program</li> <li>- Identify Organizational Hot Spots</li> <li>- Developed Targeted Skills Planning Programs</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Supporting Team Members</li> </ul>
<b>Session #14</b>			<b>Creating &amp; Maintaining a Performance Management Culture</b>	<ul style="list-style-type: none"> <li>- Create, Lead, and Maintain a Performance Management Culture</li> <li>- Create a culture of self-accountability</li> <li>- Conduct effective review sessions</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Holding Team Members Accountable</li> </ul>

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<b>Session #15</b>			<b>Presentation Skills – 1 Crafting Project Briefings</b>	<ul style="list-style-type: none"> <li>- Create project briefings</li> <li>- Develop Visual Aids for Briefings</li> <li>- Craft Project Briefings to “Sell” the Project to Exec Team</li> <li>- Practice in-class 2 &amp; 3 Way debates/Role Play</li> <li>- W/S: Develop Project Briefings</li> </ul>
<b>Session #16</b>			<b>Presentation Skills – 2 Giving Briefings, Q&amp;A, Making Your Case</b>	<ul style="list-style-type: none"> <li>- In-Class Recorded Presentations</li> <li>- Present with confidence</li> <li>- Enhance vocal &amp; visual presentation techniques</li> <li>- Manage Q&amp;A sessions</li> <li>- Debrief on Lessons Learned</li> <li>- W/S: Practice Individual &amp; Project Presentations</li> </ul>
<b>Final Presentations</b>	<b>Critique Project Presentations</b>		<b>Project Presentations</b>	Final Presentations
<b>Final Peer Review</b>			<b>Team Peer Assessment #2</b>	Final Project Team Peer Assessment to provide feedback on team member performance
<b>Post-Training Debriefing</b>	<b>Post-Program Exec Team &amp; Consultant Meeting -</b>	Post-program meeting to debrief with the Executive Team on the program and to clarify next steps for long-term benefit.		
<b>Post-Training Retention &amp; Application Assessment</b>	<b>Project Update / Leadership Review Session &amp; 2<sup>nd</sup> Leadership Skills Assessment</b>	Post-program meeting to review on-going impact of the training and to identify needed refresher steps, celebrations, and potential next-steps for continued leader growth	<b>Project Update / Leadership Review &amp; 2<sup>nd</sup> Leadership Skills Assessment</b>	