

## LEAD Program – Session and Workshop Descriptions

“The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them.”

- John C. Maxwell

# Leadership Essentials of Accelerated Development (LEAD)

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*The LEAD Program also includes group mentoring, coaching sessions and online support.*

## Program Required Sessions

Session/Workshop	Description/Outcomes	At a Glance Content Highlights	Materials Provided	Length*	Format (F2F/OL)
<b>Program Orientation and Kickoff</b>	Introduce the program, structure and what to expect. Explain MBTI Assessment Process and Deadlines	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Program Structure</li> <li>• MBTI Assessment Process</li> </ul>	<ul style="list-style-type: none"> <li>• Link to personal MBTI Assessment (via email)</li> </ul>	2 hrs	Online
<b>MBTI Debrief</b>	Cover the basics of the Myers Briggs Type Inventory (MBTI) and personal preferences. Distribute (confidential email) individual MBTI Reports and debrief.	<ul style="list-style-type: none"> <li>• MBTI Preferences and what they mean</li> <li>• Self-Assessment of “best fit” type</li> <li>• Personal MBTI Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Personal (via confidential email) MBTI Reports</li> </ul>	2 hrs	Online
<b>Self and Others</b> (offered with Communicating Effectively)	Reference your personal MBTI report to learn more about your default behavioural and communication patterns. Make the links with how your preferences impact your interactions and relationships with others.	<ul style="list-style-type: none"> <li>• MBTI and personal leadership</li> <li>• Applying MBTI at Work</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• Introduction to Type Book (MBTI)</li> </ul>	.5 day	In-Person
<b>Communicating Effectively</b> (offered with Self and Others)	Interpersonal communication skills are the cornerstone of any manager or leaders’ skillset. Understanding self and others through assessments such as the MBTI ensures you communicate in ways that resonate with team members at all levels.	<ul style="list-style-type: none"> <li>• Effective Communication</li> <li>• Listening</li> <li>• The Experience Cube (Gervase Bushe)</li> <li>• MBTI and Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI Type and Communication Book (MBTI)</li> <li>• The Experience Cube (Gervase Bushe)</li> </ul>	.5 day	In-Person

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<b>Personal Values and Vision</b>	Clear values and vision are the basis for leadership practice. Learn more about what is important to you and how it impacts your leadership.	<ul style="list-style-type: none"> <li>• Creating your personal vision</li> <li>• Defining personal values</li> <li>• Johari Window</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> </ul>	2 hours	Online
<b>Coaching for Results</b>	Managers and leaders can often achieve better results with a more coaching based approach. Learn the basic coaching skills, and coaching approaches that empower your team to find the strengths and solutions they need to take their performance to a new level.	<ul style="list-style-type: none"> <li>• When to coach</li> <li>• Essential skills</li> <li>• Developing a coaching approach</li> <li>• MBTI and Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI Type and Coaching Book (MBTI)</li> </ul>	1 day	In-Person
<b>Leading Effective Meetings</b>	Concise direction and skilled management of human dynamics allows leaders to create meetings that are valuable and well attended. Learn best practices, pitfalls and tips to run your best meeting yet!	<ul style="list-style-type: none"> <li>• Keys to successful meetings</li> <li>• Agenda and template tools</li> <li>• Leading great meetings</li> <li>• MBTI and Meetings</li> <li>• Virtual Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• Templates</li> </ul>	2 hrs	Online
<b>Navigating Conflict</b>	Conflict management skills are important for managers and leaders in any industry. Learn how to recognize conflict, and guide it to a positive resolution rather than a toxic meltdown.	<ul style="list-style-type: none"> <li>• Understanding Conflict Type</li> <li>• Dealing with conflict</li> <li>• Reframing conflict</li> <li>• MBTI and conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI Type and Conflict Book (MBTI)</li> <li>• TKI Conflict Type Assessment</li> </ul>	1 day	In-Person
<b>MBTI and Stress</b>	Learning more about how you react under stress is key to creating strategies to mitigate stress reactions. Through an MBTI lens, learn about your triggers, default reactions and how to manage them.	<ul style="list-style-type: none"> <li>• MBTI “In the Grip”</li> <li>• Stress Triggers</li> <li>• Strategies for mitigating stress</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI In the Grip Book</li> </ul>	2 hrs	Online

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<b>Developing High Performance Teams</b>	Developing high performance teams may be one of the most important responsibilities of a manager or leader. Learn how to support your teams to connect with each other, care about their work, and accomplish high quality work linked to the organization’s vision and objectives.	<ul style="list-style-type: none"> <li>• Creating team goals</li> <li>• Fostering team creativity</li> <li>• Team trust</li> <li>• MBTI and Team</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI Type and Team Book (MBTI)</li> </ul>	1 day	In-Person
<b>Group Coaching Session</b>	This session gives the participants an opportunity to share wins and challenges. The group is coached to apply skills and learnings to their workplace.	<ul style="list-style-type: none"> <li>• Share wins and challenges</li> <li>• Receive coaching on mitigating challenges with program lessons</li> </ul>	<ul style="list-style-type: none"> <li>• N/A emergent session</li> </ul>	2 hrs	Online
<b>Leading Change</b>	Helping others navigate change is a valuable trait for all leaders. Learn practical skills and tools that can help you to facilitate or lead change within YOUR work environment.	<ul style="list-style-type: none"> <li>• Understanding change and transition</li> <li>• The Change Formula</li> <li>• Leading through change</li> <li>• MBTI and Change</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> <li>• MBTI Type and Change Book (MBTI)</li> </ul>	1 day	In-Person
<b>Program Review and Close</b>	The program is reviewed and lessons learned shared. Next steps to applying the learning are created and completion is celebrated!	<ul style="list-style-type: none"> <li>• Celebration of program completion</li> <li>• Identify next steps for action</li> </ul>	<ul style="list-style-type: none"> <li>• Program Completion Certificate (email)</li> <li>• Action Plan</li> </ul>	2 hrs	Online

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## *Program Electives (Choice of One/Participant)*

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<b>Leading for Accountability</b>	Proactive accountability generates results more than reactive performance management. Learn an iterative and on-going process that involves goal setting, two-way communication, and regular feedback.	<ul style="list-style-type: none"> <li>• Fostering accountability</li> <li>• Creating accountability through process</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> </ul>	2 hrs	Online
<b>Leading Projects</b>	Most managers and leaders find themselves responsible to lead, or sponsor, organizational projects. Learn how to engage your team, move initiatives forward and avoid common errors in project approaches.	<ul style="list-style-type: none"> <li>• Project Management Basics</li> <li>• Keeping projects on track</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> </ul>	2 hrs	Online
<b>Managing Performance</b>	What keeps most managers up at night? Usually, it is the performance of their employees...and generally not the good performers. Learn a performance management process that monitors, evaluates, and contributes to the performance of employees.	<ul style="list-style-type: none"> <li>• Recognizing Performance Issues</li> <li>• Performance Management Process</li> </ul>	<ul style="list-style-type: none"> <li>• Course Workbook</li> </ul>	2 hrs	Online