Foundations of Leadership Program Overview

1. Program Overview

Kreative Learning Solutions partners with organizations to customize the Foundations of Leadership program to meet the unique needs and goals of the organization. The following overview provides a sample of topics that might be included in a typical program.

The Foundations of Leadership program provides participants the skills and knowledge, and the opportunity to build competencies required to successfully transition into a leadership role. Participants are encouraged to build and reinforce key leadership skills they already have. This program begins by participating in activities using an online learning platform approximately two weeks before the first scheduled in-person workshop. Participants will complete activities and pre-work, have opportunities to get to know and interact with other participants in the program, and to develop learning and development goals with their managers. There are three scheduled full-day workshops and participants will meet with the facilitator for a 1-hour individual coaching meeting. In between the on-site workshops, participants will be required to complete application exercises of the skills covered in the workshop, communicate with and receive feedback from their manager using the online platform, and complete pre-work for the next workshop. Online work averages 30-45 minutes and can be completed in small chunks of time.

Workshop Subjects:

♦ Identifying roles and responsibilities of a leader.

♦ Adapting management styles to meet individual needs.

♦ Recognize personal behavioral style and the styles of people they work with and for.

♦ Communicating effectively and applying conflict resolution skills and strategies.

♦ Using feedback and coaching skills and strategies.

♦ Applying performance management strategies and processes.

♦ Coach for career development and performance improvement.

♦ Developing goals and objectives.

♦ Developing strategies that support diversity and inclusion.

♦ Delegating tasks and responsibilities.

Coaching Sessions

The one-hour one-on-one coaching session with the facilitator, provides participants with a personal review and feedback about the implementation of the action plans they developed in the workshop and applied on the job between the classroom and coaching session. They work with the training consultant to develop a long-term personal development plan that identifies skills and competencies that the participant will continue to develop through self-study, additional courses or workshops. The training consultant will provide guidance and resource information to the assist the participant in reaching their goals.

Program Overview

Pre-workshop Activities – (Approximately one-two weeks prior to first in-person workshop)
Introduction to program and pre-work
- Participants and managers receive Overview of Leadership Program email
- Complete and print Everything DiSC Workplace assessment
- Introduce themselves to other participants on the KLS On-line Learning Platform
  - Complete three intro cards – Current position in the organization, DiSC Style, favorite pastime
- Review and comment about the message (or video) from the organization's Sr. Leadership team about the importance of leadership development (This option provides the opportunity to include a personalized message or video from a Sr. Leader to reinforce the leadership development opportunity)
- Share with other participants the leadership qualities that they most admire based on someone they know and consider a great leader (e.g. someone they worked for, a coach, a teacher, etc.)
- Define personal Leadership Goals and share these goals with their manager and other members in the program
- Bonus (not required) Video on Leadership

Workshop 1 – In-Person
Discover Your Personal Behavioral Style – Understanding Self and Others – Part 1
- Define and discuss new roles and responsibilities.
- Learn about the DiSC® model and the Everything DiSC® Workplace™ Map.
- Identify their style and explore the priorities that drive them during their workday.
- Discover the similarities and differences among the DiSC styles.
- Discuss and identify the changes and impact that their new role has on their relationships with team members, peers, and superiors.
- Learn a method for recognizing other people's DiSC® styles.
- Discover their reactions to different DiSC® styles and use the DiSC model to understand the people they work with.
- Identify what works for them and what challenges they encounter when working with each style.

Developing Core Management Communication Skills
- Identify barriers to effective communication.
- Identify and discuss effective listening skills.
- Practice effective listening skills.
- Review and discuss Effective Communication model.
- Identify and practice in role plays Feedback Guidelines.

Review Learning Platform
- Review the online learning platform and respond to questions
- Review application exercises and pre-work for Workshop Day 2.

Application and Practice (Complete on Learning Platform before next in-person workshop)
- Describe their top 3 takeaways – share with group and their manager
- Provide feedback to one employee and share insights with the group.

Pre-Work Prep for Workshop 2 (Complete on Learning Platform before next in-person workshop)
- Print and complete Focused Leadership Assessment
- Complete Everything DiSC Management Assessment
- Share goals for Workshop 2
  - Share with group
  - Share with Manager
  - Schedule a Face-to Face with Manager before next workshop.

Workshop 2– In-Person
Adapting Your Leadership Approach to Situations
- Identify and discuss different management styles and the influence their management style has in different situations.
- Score and review Focused Leader management style assessment.
- Identify best situational approaches based on relationships, tasks and positional power.
- Recommend appropriate management styles to use with team members in different case study scenarios.

Understanding Your DiSC® Management Style
- Discover their DiSC® management style on the Everything DiSC® Management Map
- Explore the priorities that drive their management style
- Applying strategies to direct and delegate
- Establishing a motivational environment that engages and motivates the team

Application and Practice (Complete on Learning Platform before next in-person workshop)
- Describe their top 3 takeaways – share with group and their manager
- Application activity – TBD based on groups progress and needs.

Pre-Work for Workshop 3 (Complete on Learning Platform before next in-person workshop)
- Meet with Manager to review departmental, organizational and personal goals for the next 12 months.
- Identify two coaching opportunities to work on during Workshop III

Workshop 3 – In-Person

Establishing Goals, Performance, and Development Objectives
- Discuss methodologies for setting departmental goals and establishing short- and long-term plans.
- Develop objectives that meet the S.M.A.R.T. criteria.
- Practice developing goals and measurable objectives for the department and individuals.

Coaching for Success
- Review their role as coach.
- Explore the influence their management style has when coaching employee's with different style types.
- Identify steps to conduct coaching sessions to reinforce positive performance.
- Identify and describe coaching steps to improve problem performance.
- Identify and discuss strategies to deal effectively with challenging employee behavior.
- Practice applying coaching strategies.

Exploring Differences and Encouraging Respect
- Review the model for encouraging respect
- Discuss strategies for a diverse and inclusive work environment
- Practice applying inclusion and developing respect strategies

Application and Practice (Complete on Learning Platform before personal coaching meeting)
- Describe their top 3 takeaways – share with group and their manager
- Develop Action Plan
  - Share with group
  - Share with Manager
  - Schedule face to face with Manager to follow up on action plan application after the participant meets with the facilitator.

Coaching Sessions – scheduled 2-3 weeks after last in-person workshop
- Facilitator will meet with each participant one-on-one to review, coach, and provide feedback about the application of skills and strategies during the implementation of the individual's action plan.
- Develop a plan for the participant to improve future implementation of the skills and strategies.

Post Work on Learning Platform - Continued Application of Action and Development Plans
Customized follow-up activities that will bring participants back to the training platform to read articles, discuss and share insights about leadership topics, etc. with learning cohort, etc. for the approximately 6 months.
- For example
  - Book Club – Participants will choose from a list of leadership books that aligns with their learning plan and participate in small group book discussions. The KLS facilitator will monitor and promote discussion with each book group. The discussions will be online and include self-paced activities around the book content.