

Leadership Essentials Course 2021

This is three-day course. Participants who complete the course will receive a certificate of completion.

Student performance and understanding will be evaluated throughout the course through questions, case studies and practical exercises. Feedback will be collected at the end of each module and on completion of the course.

The course instructor is David Harrison or Scott Roberts.

The maximum course capacity is 20.

The course is tailored to the needs of the client. The cost of the course is \$12,000, plus \$92.50 per person for course materials and \$50 for an individual leadership assessment. The cost per person will vary according to the number of people on the course.

# of People	Total Cost	Cost per Person
12	\$13,710	\$1,142.5
15	\$14,137	\$942.5
20	\$14,850	\$742.50

Day One (8 hours classroom) – *“The impact that leaders can have.”*

Course Pre-Work

- Identify and be ready to articulate the company values.
- Complete Leadership Self-Assessment.

Module Objective: To gain a good background understanding of what leadership is and how you can strive to make yourself a better leader.

Module	Description/Outcomes
Foundations of Leadership	
Introductions	Introduction from senior company leader Understand Company Culture and Values
Foundations of Leadership	Learn the importance of trust and accountability in a leadership role. Understand how you affect the culture of the organization and the importance of your role.

Types of Leader	
Leadership Styles	What is your personality type and leadership style?
Types of Team Members	
Situational Leadership	Appreciate Generations and Diversity Ensuring Mental Health of your team Keeping the team engaged
Communication	
Passing Information to your Team	A simple model to communicate information to your team and the opportunity to practice delivery techniques.
Effective Listening	Fully understanding the importance of listening during conversations.

Day Two (8 hours classroom) – *“The main job of a Leader is to produce more leaders”*

Course Pre-Work:

- Be prepared to discuss first hand examples of performance issues within your team.

Module Objective: To gain essential skills to help develop others. Includes feedback, recognition, motivation and clarifying expectations techniques.

Module	Description
Leading Others	
The Performance Scale	Identifying high performers, competent performers and low performers within your team and how we interact with them.

Clarifying Expectations	If we want people to work effectively for us, they need to know what is expected of them.
Motivating People	Identifying what motivates people.
Recognizing Good Performance	If we want to keep people performing, then we need to recognize their performance.
Feedback	Effective tools to provide feedback and time to practice in a live environment.
Practical Exercises	
Feedback Sessions	Role-play one on one feedback sessions – with peer and coach feedback.

Day Three (8 hours classroom) – *“Developing high performing teams through effective leadership”*

Course Pre-Work

- Be prepared to discuss how your team performs, what are its strengths and weaknesses?

Module Objective: To understand how to build a high-performance team, learn some practical tools to assist in doing so and clarify the difference between teamwork and collaboration.

Module	Description
Effective Teams	
Creating a Team Culture	This builds upon the previous topic to allow students to understand how the previous modules allow them to generate an effective team.
Assessing your Team	What are its strengths and weaknesses? What are the solutions to the most commonly arising problems?

Management by Objectives	How to set meaningful and achievable objectives for people to attain.
Effective Delegation	When and how to effectively delegate.
Resolving Conflict	Where conflict comes from and steps required to resolve it.
Collaboration	
Working with other teams	"Team of teams" concept
Leading without authority	Using influence and persuasion to achieve team goals.
Leading by Example	One leader can change the direction of a company by being an example to others.