

## 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 \$18,000, plus \$170 per person for course materials, handbooks, certificates and personal assessments. The cost per person will vary according to the number of people on the course.

# of People	Total Cost	Cost per Person
12	\$20,040	\$1670
15	\$20,550	\$1370
20	\$21,400	\$1070

### 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
<b>Foundations of Leadership</b>	
<b>Introductions</b>	Introduction from senior company leader Understand Company Culture and Values
<b>Foundations of Leadership</b>	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.

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

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

<b>Clarifying Expectations</b>	If we want people to work effectively for us, they need to know what is expected of them.
<b>Motivating People</b>	Identifying what motivates people.
<b>Recognizing Good Performance</b>	If we want to keep people performing, then we need to recognize their performance.
<b>Feedback</b>	Effective tools to provide feedback and time to practice in a live environment.
<b>Practical Exercises</b>	
<b>Feedback Sessions</b>	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.

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

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