



## LEADING OTHERS

### GETTING THE LEADERSHIP MINDSET

**LEARNING FORMATS:** CLASSROOM (onsite or public), VIRTUAL, & WEB COURSE

Leaders should inspire, motivate and empower those around them. They must get into a "Leadership Mindset."

Leaders must possess the awareness and skills needed to introduce, manage and perpetuate an environment where people are encouraged to think for themselves and assume greater responsibilities. This course helps leaders get aligned with the values of great leaders and to get started with the competencies (skills and behaviors) that reflect those values.

#### DO YOU FACE ANY OF THESE ISSUES?

- > Were individuals promoted to supervisory roles with little or no preparation?
- > Do leaders act more like peers?
- > Are leaders "doing" or "leading"?
- > Are employees voicing frustration over their immediate supervisor's leadership skills?

#### PERFORMANCE OBJECTIVES

##### Helps leaders:

- > Inspire and empower others.
- > Understand the difference between management and leadership.
- > Identify good leadership traits.
- > Recognize poor leadership behaviors.
- > Identify their individual leadership style.
- > Prepare to improve on their natural strengths to further improve their leadership style.

#### PRIMARY COMPETENCY DEVELOPED

- > Building Work Relationships
- > Leading

#### SECONDARY COMPETENCIES DEVELOPED

- > Communication
- > Gaining Commitment

#### COURSE OVERVIEW

- > **Poor Leadership Environment:** Working in teams, learners experience firsthand what it feels like to work on a team with a poor leader. Learners debrief the activity describing their feelings and the traits the "poor leader" exhibited. The discussion continues by identifying the impact poor leadership will have on an individual, team, and organizational performance. Individuals self-reflect on their own development opportunities.
- > **Good Leadership Environment:** Learners work in teams and through a facilitation process, they now discuss good leadership traits. Learners debrief the activity by describing their feelings and the traits the "good leader" exhibited.
- > **Individual Leadership Experiences:** After participants list good leadership traits and behaviors, they discuss the impact on individual, team and organizational performance, especially regarding motivation and productivity. Learners then commit to eliminating poor leader behaviors and model good leader behaviors in their own work via an action plan.
- > **Leadership Styles Assessment:** In this activity, learners take a self-assessment to determine their dominant leadership style. Through a class discussion, they are able to identify the benefits of each style of leader and that no one style is best, but a combination of styles produces the best results.
- > **Explore Obstacles:** Collectively, individuals discuss obstacles they may face within their respective workplaces that may inhibit their ability to be a good leader. As a class, individuals offer solutions on how to deal with obstacles and identify additional steps that can be taken.
- > **Creating the Next Steps to Becoming a Better Leader:** A competency assessment is provided to each individual that enables them to identify the competencies (skills and behaviors) that are critical for their positions and how they rate themselves on each competency. Coupled with good leadership traits, participants create their own action plan of the steps they will take to become a better leader. The plan may involve seeking help from other leaders, asking for additional development opportunities, etc. The plan is then correlated to upcoming training.
- > **Introducing Communications Training:** Facilitator briefly introduces good & bad communication techniques. Learners identify good communication practices that they can implement.
- > **Wrap-Up:** Instructor checks in on empowerment plan and will follow up on progress on the next class date.

#### VIDEO SEGMENT SUMMARIES

- > No video segments are planned for this module.

#### COURSE DETAILS

- > **Target audience:** Informal, frontline and mid-level leaders.
- > **State-fundable:** Yes (onsite and public only).
- > **Course length:** 4 Hours (onsite); 3.5 hours (public); 3 hours (virtual), 2 hours (web).
- > **Facilitator Certification:** Certified facilitator required.
- > **Prerequisites:** None.
- > **Optimal Group Size:** 8 to 16. 20 maximum.
- > **Course Prep:** None.
- > **Notes:** Module 1 of 10 in the Leadership Academy. Suitable for all environments. Onsite training available in Spanish.

#### OTHER COURSES TO CONSIDER

- > Leading Virtually
- > Your Leadership Journey (good for newer leaders)