

LEADERSHIP DEVELOPMENT – Sample Program Outline

“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 Development: Sample Program Outline



MANAGER *KnowHow*

LEADERSHIP DEVELOPMENT – Sample Program Outline

“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

Overview

Custom Leadership Development programs cover a broad range of topics related to effective leadership including emotional intelligence, self-awareness, communication skills, workplace coaching, conflict resolution and management, performance, change, effective meetings, and productivity. Specific sessions, numbers and type of sessions, location of sessions and learning topics are selected in consultation with the client. Those in the program will also undertake applied learning projects within their own organizations to further develop organizational culture and engagement.

Target Audience

The program as designed is intended for all leaders. Formally, a leader is considered to be anyone who has direct supervisory responsibility; however, it can be expanded to include anyone who has responsibility for overseeing or directing the work of others.

In addition to formal leaders, it can be considered that a limited number of places in the program be offered to individuals who are not currently in a leadership role, but who have expressed an interest in moving to such role and/or are identified as leadership talent candidates. Support can be provided to develop an appropriate application process and selection criteria to identify appropriate people.

Sample Leadership Development Program



LEADERSHIP DEVELOPMENT – Sample Program Outline

“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

Program Format

Custom programs are intended to provide leaders with intense and sustained examination of their personal leadership and leadership practices. As well, the program provides leaders with concrete and practical skills to implement in their leadership practice. With this goal in mind, four primary learning processes will be used – Kick-Off and Capstone Sessions, Leadership Learning Sessions, Action Learning Application Teams, and Online Resources and Learning.

Kick-Off and Capstone Sessions

All program participants are invited to attend 2, 1-day large group workshops – one at the beginning of the program and another at the end. Optionally, the direct supervisor or manager of the participants will also be invited to attend both these sessions along with the manager. These ‘conference-style’ events are designed to engage leaders in a range of discussions and activities related to leadership in organizations. Additionally, at the Kick-Off event participants will be introduced to the Action Learning Application Teams element of the program, and will work to identify suitable projects. At the Capstone event, participants will present back to the larger group the results and outcomes of their Action Learning Application Teams.

Leadership Learning Workshops

Each participant will attend 7, 1-Day Leadership Learning Workshops.* Workshops use a variety of learning activities including instruction, paired, small-group, and large group discussion, hands-on exercises, and role-playing scenarios. The emphasis will be on practical, usable skills that leaders can immediately apply in the workplace. Participants are provided with course materials, workbooks, and where appropriate additional reading materials and resources. These sessions are offered one per month, at locations as identified in the contracting process. While it is highly preferred for participants to attend all sessions, make-up activities and webinars will be provided.

**Number of sessions, venue (virtual sessions available for some topics), locations and length of sessions determined in consultation. See course catalogue for listings.*

LEADERSHIP DEVELOPMENT – Sample Program Outline

“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

Action Learning Application Teams

Participants in the program work to identify and implement ‘safe to fail’ projects designed to address or support organizational transformation and development. The focus of these leader driven projects is determined through a process at the initial Kick-Off session. Leaders identify practical and tangible activities to be completed over the course of the program. Participants are grouped with other participants working on similar projects, to facilitate sharing of ideas, peer support, and exchanges of information. Project areas can be varied; in previous programs participants have worked on areas such as engagement, efficiency, employee health and wellness, and education. A ‘Coordinator of Projects’ supports and mentors participants in the completion of their project and in integration of the knowledge and skills attained through the in-person learning sessions actively supports all learning application teams. Action Learning Application Teams provide a presentation of their work, and their achievements, at the Capstone Session at the end of the program.

Online Resources and Learning

In addition to the classroom based learning, participants can be provided with access to an online Learning Resource Center via which they can access supporting materials, resources, and tutorials. This includes short videos, articles, links to other online resources, and potentially e-Learning courses.

Some of these materials are in direct support of the topics covered at the in person learning sessions. Other materials may cover new areas of learning specific to some of the more transactional aspects of being an effective leader – for example finance, human resources, and other corporate functions.

Materials that support the in-person sessions are produced and provided by ManagerKnowHow. Any materials that support the topic areas specific to corporate functions will be developed by a representative of ManagerKnowHow who works directly with the most appropriate resource within the organization.

Learning materials are designed to be used on an ongoing basis (beyond the end of the formal program); support can be provided on how these materials can be accessible beyond the formal leadership program