

## Leading Today – Outline

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Developing High Performance Leaders

### Program Background

Today's leaders often progress through the leadership ranks with little formal leadership development. They may have been successful in their career so far because of their technical expertise. However, that doesn't necessarily prepare them to lead people. Even for those who have had development opportunities in the past, a refresher serves to remind them of essential leadership skills or provides the opportunity to learn new or updated ones based on current trends and focus needs.

Demands on leaders make it challenging for them to commit to leadership development. Leading Today has been designed with this in mind. Delivered in short-burst development modules separated by a few weeks, leaders gain fundamental leadership skills and tools to enhance their leadership without a significant time commitment. The program can be conducted live virtually or in person, offering many practical and empowering methods and techniques that are directly applicable to the challenges leaders face in their roles today.

### Program Description

Take charge of the leadership development journey by selecting from 9 short-burst development modules catering to your specific needs. Each module provides the core concepts of a particular topic while equipping leaders with the practical skills and tools necessary to be effective business leaders today. This flexibility allows a tailored learning experience to unique needs.

Each module is a blend of concepts and interactive elements designed to enhance leader engagement and learning effectiveness. Leaders will actively engage in case studies, participate in breakout exercises, review examples, utilize provided templates and tools, and interact through simulations. These interactive components are strategically designed to reinforce core concepts, encourage practical application, and facilitate peer learning and discussion, ensuring an enriching and dynamic learning experience. Participant Leaders will be able to apply and put the concepts into practice immediately following each module, instilling confidence in their ability to implement what they learn. Modules may be selected and completed in any order. Eligibility for a Certificate of Completion is achieved when a minimum of 6 modules are completed.

### Program Modules

1. **Leading Your Way** - *Becoming the leader you wish you had!*
2. **Leading Change** - *Navigating the change curve for team engagement!*
3. **Leading Intentionally** – *High performance leaders have the discipline to lead intentionally*
4. **Leader as Coach** – *Unlocking a Team Member's potential to maximize their performance*
5. **Leading Development** – *Unleashing potential within the team*
6. **Leading Problem Solving** – *A leader's guide to effective team problem-solving*
7. **Leading Performance** – *A year-round commitment*
8. **Leading High Performance Teams** – *Accelerating team performance*
9. **Leading Conflict Resolution** - *Addressing conflict with confidence*

## Leading Today – Outline

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Developing High Performance Leaders

### Program at a Glance

- Custom selection from 9 – 2.5 to 3-hour concept and application modules
- Digital content presentation material summary & templates provided
- Minimum cohort size 10; maximum cohort size 25
- Eligibility for [Canada-Ontario Job Grant \(COJG\)](#) funding

### Module Package Options

- Package A: Select any 8 modules
- Package B: Select any 6 modules
- Package C: Select any 4 modules

### Optional Coaching

- Group coaching – 4 x 1-hour duration, conducted virtually
- 1:1 coaching – 4 x 1-hour duration, conducted virtually

### Participant Transformation & Benefits

- Increased confidence to lead
- Higher levels of self-awareness of leadership and communication styles
- Enhanced change management skills
- Leadership skills that inspire development and promote empowerment
- Effective coaching skills to help others achieve their potential
- Situational leadership

### Participant Profile

Current and future leaders and managers across various industries who are passionate about maximizing the potential of their teams and driving organizational growth. Participants who would benefit from this program are open-minded, eager to enhance their leadership skills, and ready to embrace their pivotal role in creating a culture of continuous learning and development. Whether a seasoned leader or a newly appointed manager, this program will provide practical strategies and insights to effectively lead and nurture the talent within a team or organization.

- ✓ Future or current front-line leaders, team leaders, supervisors, lead-hands & managers
- ✓ Project managers, individual contributors working cross-functionally
- ✓ Leaders from all disciplines, including engineering, finance, sales, manufacturing
- ✓ Leaders from all industries, including healthcare, design, software development, manufacturing, non-profit

## Leading Today – Outline

---

Developing High Performance Leaders

### Detailed Module Curriculum

#### **Leading Your Way – *Becoming the leader you wish you had!***

Embark on a journey of self-discovery and growth to become the leader you aspire to be. It is highly recommended that this module be included in any Module Package Option selected as it assists the leader in creating a personal development plan that puts into practice what they have learned from the workshops to achieve maximum growth and development.

- Breaking out of your comfort zone and investing in you
- Self-reflection and awareness
- Emotional Intelligence
- Creating a personal development plan

Outcomes: A personal development plan with a personalized focus on up to 3 growth and development areas with a detailed action plan to achieve targeted goals.

#### **Leading Change – *Navigating the change curve for team engagement!***

In today's dynamic business environment, leaders constantly find themselves at the forefront of change implementation within their teams. Leaders must understand the change curve and its impact on team member engagement to effectively lead their teams through these changes. In this module, we will explore the various stages of the change curve and provide practical strategies for leading teams through each stage, fostering engagement, and achieving successful change outcomes.

- Understanding change vs transition and the change curve
- 6 critical steps for leading change
- Change management process & planning template

Outcomes: Toolset to plan for change, methods to engage teams in change initiatives, confidence to address resistance, skills to lead teams through change.

#### **Leading Intentionally – *High Performance Leaders have the discipline to lead intentionally***

Achieving and sustaining high performance levels requires leaders to act intentionally. People follow leaders they trust to meet their basic needs of protection, order, and direction. This module focuses on how leaders can intentionally provide these 3 needs through effective engagement, staying connected, and leading with empathy.

- Courageous conversations

## Leading Today – Outline

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Developing High Performance Leaders

- Leading hybrid and remote teams
- Leading with empathy
- 10 ways to have presence and build trust

Outcomes: Higher self-awareness and methods to lead intentionally; improved communication; higher levels of team engagement.

### **Leader as Coach – *Unlocking a Team Member’s potential to maximize their performance***

Team Members do not want a ‘boss.’ They want a leader who helps them grow and develop. Many leaders struggle with how to best support their Team Members without telling them what to do. This module outlines a leader's key responsibilities and approaches as a leader coach.

- What is coaching
- Active listening
- Communication styles
- The coaching process
- Giving meaningful feedback

Outcomes: Transformational shift towards a coaching style of leadership; empowered Team Members; confidence and ability to provide feedback.

### **Leading Development – *Unleashing potential within the team***

Talent is any organization’s most important resource. This module highlights the daily tools available to leaders to provide growth and development opportunities to their Team Members.

- The Skills Matrix
- Setting goals and objectives for TMs
- Career path and development planning
- Effective Delegation and Empowerment
- Trust but verify

Outcomes: Ownership of team member development through effective delegation, empowerment, and a balanced accountability approach.

### **Leading Problem-Solving - *A Leader’s guide to effective team problem-solving***

Why is there never a shortage of problems? Often, leaders don’t identify issues before they become a real problem or if the problem is not solved the first time. This module

## Leading Today – Outline

---

Developing High Performance Leaders

provides leaders with the tools and approaches to identify and engage their teams in effective problem-solving.

- Identifying problems
- Establishing methodologies and setting expectations
- Problem-solving tools
- Engaging without giving the answer

Outcomes: Through TM engagement, leaders are equipped with the essential tools and approaches to navigate problems effectively, driving continuous improvement.

### **Leading Performance – A year-round commitment**

Effective team member performance management is the cornerstone of organizational success in today's dynamic and resource-competitive landscape. This module allows leaders to drive and sustain high performance, essential for staying ahead and achieving long-term success.

- Assessing performance
- Legal and ethical considerations
- Preparing to provide performance feedback
- The performance "review" discussion

Outcomes: Leaders have the knowledge and skills to effectively manage their Team Members' performance, drive accountability, and support growth and success.

### **Leading High Performance Teams – Accelerating team performance**

High performing teams don't just happen! This module equips leaders with the playbook and tools to create high performance teams and achieve extraordinary results.

- Trust and psychological safety
- One formula for high performance
- Stages of team dynamics and the leader's role in each
- Creating team effectiveness

Outcomes: Leaders understand the conditions for high performance teams to thrive and the steps they must take to develop and sustain a high performance team.

## Leading Today – Outline

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Developing High Performance Leaders

### Leading Conflict Resolution – *Addressing conflict with confidence*

Conflict in the workplace is inevitable. It's a necessary component of high performance teams. This module teaches leaders when to step in to resolve conflict and how to do so effectively.

- Conflict spectrum – functional vs dysfunctional conflict
- Conflict resolution styles
- 10 steps to resolve conflict

Outcomes: Leaders know when they need to step in to resolve conflict and how to do so effectively and confidently while protecting and strengthening relationships.