

## Effective Leader Program – Outline

Developing High Performance Leaders

### EFFECTIVE LEADER PROGRAM

#### Senior Leader Skills for Building and Sustaining High Performance Organizations

##### Program Description

A highly engaged and motivated employee is the most formidable weapon that an organization can utilize to compete and win. An engaged and motivated employee is more focused on doing their work, more productive, and is more likely to have a better work and home life. However, less than 30% of an organization's people fit this category. Less than 5% of organizations sustain high performance over the long term.

The development of highly engaged and motivated people depends on strong and committed leaders, an effective management system structure, and a whole person focused culture based on respect and trust. Only then can a high-performance organization truly succeed.

This comprehensive and practical skills development program will provide leaders with a core success factor; the skills to lead and develop a high-performance organization sustained through the habits of an Effective Leader.

Each leader will receive one-on-one coaching support from a proven and experienced leader to guide them through key practical skill development and formation of essential leader habits. The proven methodology from learning consortiums of leveraging a leader peer community will be utilized to provide additional support and to share best practices.

The program is structured in three modules of three-month duration each. Each module is based around a focused theme, building leader competence and confidence both within and beyond each module. The sessions contain powerful tools and techniques that all leaders require and can immediately apply in the course of their demanding days to help them become deliberate, in control, and more effective leaders. Content is focused on the core elements leaders tell us they need and desire to enhance their skills. The sessions are not academic management theory, but rather very practical and proven methodologies to combat and assist with the high demands placed on all leaders in business today. Upon successful completion of the full program and the execution of a project plan, each leader will have the skills to take their organization to a greater level of sustained high-performance to compete and win.

##### Skill Development Focus

The objectives of the program are to:

- Develop essential leader skills to create and sustain a high-performing culture
- Develop leader habits to lead on purpose, and improve personal and organizational effectiveness and focus
- Provide practical tools to create vision/missions, change plans, road maps, mental Modules, leader standard work, and gemba to name a few
- Skills to develop your people and engage them in high performance teams
- Gain practical knowledge of the fundamentals of effective management systems – the Organizational Systems Thinking™ (OST) Module.
- Build and sustain a robust and integrated system based on the three pillars of an OST system –  
① Management, ② Production/Operational, and ③ Human systems.

## Effective Leader Program – Outline

Developing High Performance Leaders

### Program requirements

The following are the requirements to participate in the program:

- Commitment to support the development of the three core success factors of leadership, management system, and organizational culture.
- Willingness to interactively participate and share best practices with other program leaders
- Attend all peer skill development and individual coaching sessions
- Personal commitment to work independently to practice and create new leader habits
- Practice skills through the implementation of a business-related project

### Project requirements

To practice the skills and create new habits, leaders are expected to implement a business-related project which has a significant change impact on their organization. The project should be based on one or more key dimensions of this program, and one that would be undertaken regardless of enrollment in the program.

Examples of potential projects include:

- Transformation to a highly engaged and continuous improvement culture
- Creation and implementation of an entirely new product line and revenue stream
- Rollout of a new customer service structure
- Creation of company's vision/mission, desired culture, and the change management plan to implement
- Implementation of an improved management system approach
- New facility, relocation, or restructuring of an organization, department, or operation

### Effective Leader Skill & Habit Development

#### Module 1 - 'Leading Through Change'

##### Session 1 – Change Management

- Overview of the Organizational Systems Thinking™ Model
- Fundamentals of the change curve and how to lead through it
- Key components of a change management plan
- Identifying the learning opportunity
- Assessing the level of mastery and giving effective feedback

##### Session 2 – Culture & Future State

- Organizational vision/mission creation
- Requirements to establish and sustain desired culture
- Organizational culture assessment
- Power of mental Models
- Create alignment, meaning, and a higher purpose for work

#### Module 2 - 'Leading on Purpose'

##### Session 3 – High Performance Leadership

- Methods and tools to lead deliberately and with purpose
- Essential cadence routines of an effective leader
- Leveraging the natural personal and business rhythms
- Strategic vs tactical leadership focus
- Conducting effective gemba (go, see, and engage) and leader standard work
- The role of a leader in problem solving
- Active listening and questioning
- Commitment to self development

**Effective Leader Program – Outline**

Developing High Performance Leaders

**Session 4 – The Human System**

- Leadership for engagement and high performance
- The Responsible Engaged Employee
- Performance standards and effective communication
- High performance team development
- Developing a no fear environment and meaning at work
- The Control Board Culture - alignment and managerial vision
- The accountability process - Create a bias for action - motivation and personal achievement

**Module 3 - ‘High Performance Systems’****Session 5 – Organizational Systems Thinking™ (OST)**

- OST fundamentals and the leader’s role
- Principles to build an OST system – management, production/operations, human systems
- Current organizational OST assessment
- Draft the to-be-state system based on OST

**Session 6 – Build and Sustain High Performance**

- How to build and leverage mechanisms
- Organizational Systems Thinking™ – alignment of the 3 systems
- How to read the systems and people
- Process audits and sustaining improvements

**Effective Leader Peer Community Sessions (3/module)**

- Learning through the sharing of challenges
- Best practice exchange and benchmarking
- Success stories and the keys to success
- Practice skills and experience by coaching and mentoring peers

**Effective Leader Individual Skill Development, Coaching and Support****Periodic Supplementary Skill Development Communications**

- Effective leader focus actions for the week
- Tips and lessons to apply
- Progress status check points
- Topical articles, posts, and videos

**One-on-one Coaching Calls (7 total full program - over the 3 modules)**

- Review progress and status of culture or project development
- Support of effective leader habits
- Opportunity to ask specific questions of the coach
- Leadership coaching and mentorship

**On-site Coaching Gemba (2 total full program - over the 3 modules)**

- One to one coaching at the leader’s organization
- Walk the floor to teach the leaders eyes to see
- Review progress and status of culture or project development
- Support of effective leader habits

## Effective Leader Program – Outline

Developing High Performance Leaders

### Participant Profile

Current and future senior level leaders with the ability to impact and influence culture, strategic direction, and management systems within their organization. Leaders we develop are from manufacturing, healthcare, service, distribution, government and not-for-profit sectors.

Cohort size will be limited to maximize individual leader development.

### Program Tuition

HPS Consortium members/module - \$3,200 CDN/module + HST per leader

Non - HPS Consortium members/module - \$3,500 CDN/module + HST per leader

\*\*\* 5% discount available for registration and payment for the full program of all 3 modules.

\*\* Due to COVID 19 the program is temporarily being held virtually with a \$200 discount off the above prices per module

\*Note: On-site coaching gemba's are restricted to the GTA and surrounding areas. Alternative options will be discussed on a case by case basis in the event of locations beyond the GTA.

Contact HP Leaders for group discounts or costs for dedicated inhouse sessions.  
The Effective Leader is eligible for the [Canada Job Grant Program](#).

### Program at a Glance

