The 10 Steps to Leadership Excellence

OVERVIEW

A good leader is the lifeblood of any organization. Under his or her direction, your team knows where it’s headed, understands what’s expected and gets the job done, goals are met and success is achieved. In other words, everyone wins. SkillPath understands the crucial role that you and your fellow leaders play in your organization. We know what it means to employees, stockholders and customers to have firm faith in those who lead the way. The 10 Steps to Leadership Excellence gives you the tools to be the leader you want to be.

No matter what you’ve already achieved, no matter what your leadership goals may be, you can profit from this program of focused leadership philosophy, skills building and practical knowledge.

LEARNING OBJECTIVES

- Uncover the secrets and strategies that will make you a successful and effective leader
- Gain a leader’s confidence to command groups large or small
- Discover what your leadership style is and how to best use it to your group’s advantage
- Remove the barriers to creative leadership thinking and problem solving
- Build solid teams that can dramatically multiply your chances for success
- Inspire your team to achieve true greatness—personally, professionally and for your organization
- Quickly and rationally make the most appropriate decisions for your organization
- Confidently oversee and guide all levels of employee performance

COURSE HIGHLIGHTS

Find Out What a Leader is and How to Become an Effective One

- Explore the skills and characteristics that all successful leaders share.
- What determines a great Creative Leadership, and how well do you measure up?
- How to develop a leader’s personality
- How to distinguish between management and leadership
- 6 characteristics that strong leaders show through their thoughts and actions
- Understand the vital link between credibility, leadership and ethics

Define Your Leadership Style

- Understanding yourself is the first important key to successfully leading others.
- Grasp what leadership style is and how to use it as you guide others
- Discover the details of your own style
- The keys to learning what’s effective in your current leadership approach
- Expand your range by understanding what makes up other leadership styles and learn how to adopt those approaches when you need them.
- Find out if participative leadership and a team approach fit your situation
- 5 points to remember when matching your style to various operational scenarios
- Examine those times when you’d better grab the reins and drive the team
- Use a flex style to flow through situation-specific leadership challenges

Learn the Successful Leader’s Approach to Creative Thinking and Sound Planning

- How to consider a problem, where to make the connections between seemingly unrelated ideas and how to tap unlikely sources for dramatic results
- Consider details without letting them block your big picture
- Understand risk and how to think about it as a leader
- Head in the sand or eyes in the sky? How to stay open to new possibilities
- How to find sound solutions instead of the “perfect idea”
Handle Tough Choices: Decisionmaking Skills for Effective Leaders

- Even the simplest situations call on your powers of evaluation, communication, consideration and projection.
- How to use your intuition as an internal communications resource.
- Avoid the hazards of decision making under employee or stockholder pressure.
- Profit from your imagination—brainstorm your way to the most effective answer.
- Confidently evaluate your alternatives without getting stuck in “analysis paralysis.”

Take the Steps to Build a Successful Team

- Transforming a group of “Lone Rangers” into the “Unstoppable Six” or “Dedicated Dozen.”
- How to sidestep the failings that trip up many coaches.
- How do your coaching skills rate? An easy test will tell you.
- 10 master coaching skills that draw team members together and build spirit.
- Crisis can be overcome: How to coach when faced with disaster.
- Triple-O: How to lead when your team is overworked, overstressed and overloaded.

Gain Greatness When You Learn to Empower Your Group

- You’ve built the team—the next step is to keep it running at peak performance.
- Convince your team they have the personalities and the power to succeed.
- How to plant that important profitability mindset in your team.
- How to empower through delegation.

Give team members room to work—without losing your leadership control.

- Provide the feedback that enables team members to see and overcome their shortcomings in the shortest possible time frame.
- How to help employees work through inevitable change.
- Present change as the positive force it can be.

Get a Grip on the Latest Performance Management Tools

- As a strong leader, you must ensure that performance can be measured, reviewed and adjusted in ways that work for the organization and for the employee.
- Develop individuals and your goals will nearly take care of themselves.
- Where poor performance comes from and how to nip it in the bud.
- How to keep friendship from blocking your leadership.
- How to get better results by dropping traditional performance reviews.

Manage the Motivators That Equal Great Performance

- Your team grows stronger and your leadership matures when the important principles of accountability and responsibility are put into daily practice.
- 10 ways to tap employee motivation that will dramatically improve performance.
- Understand the personality-performance connection and productivity levels will soar.
- Why “constructive” criticism may be the most destructive communication you can make.
- How to foster accountability, competence and results throughout your team.
- The Praise Factor: Why and how to demonstrate approval.

Minimize and Solve Performance Problems Early

- Leadership strategies that stress root-cause understanding and calm yet firm responses and help avoid termination.
- Read the signs: Poor performance rarely comes without warning.
- What’s really standing in your way in handling performance problems?
- How to keep communicating when an employee becomes emotional or defensive.
- Switch from punitive to corrective leadership to make the biggest impact.
- Discipline as a way to substitute productivity for problem behavior.
- How to know when to terminate and why sometimes it is your best option.

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content.
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional).