



LEADERSHIP EXECUTION

COURSE OVERVIEW AND INSTRUCTIONAL GOALS

COURSE LENGTH: 8 Hours (1 Day)

COURSE OVERVIEW: This course defines the fundamental behaviors leaders must exhibit to be successful and execute. Issues such as positional authority vs personal power and influence will be discussed and a contrast will be drawn between the impact of effective leaders vs ineffective leaders. Leadership impacts that affect the employee and their work performance will also be covered, as well as the incredible impact leadership has on others. This course is lecture based, however, team and small group exercises are also a part of this course.

INSTRUCTIONAL GOALS: Upon completion of this course the attendee will be familiar with:

1. Emotional Intelligence Perspective – How Are the Best Leaders Different?
2. The Cores of Credibility
3. Impacts on Employee Motivation
4. Organizational Culture
5. The Discipline of Execution
6. Seven Essential Behaviors of Highly Effective Leaders
7. Leadership Impacts on Discretionary Effort
8. Leadership Communication
9. Practical Exercises

AGENDA:

Day One

0800-0900	Course administration & Introductions
0900-1000	Emotional Intelligence – How Are Leaders Different?
1000-1100	The Cores of Credibility
1100-1130	Leadership and Culture
1130-1230	Lunch (not provided)
1230-1300	Leadership Impacts on Employee Performance and Employee Engagement
1300-1400	Leadership Communication and Evaluation of Systems
1400-1430	The Discipline of Execution
1430-1700	Seven Essential Behaviors of Highly Effective Leaders

COURSE OUTLINE:

- I. Course Administration
 - a. Course overview
 - b. Learning objectives
 - c. Agenda
 - d. Housekeeping
 - e. Introductions

- II. Emotional Intelligence – How Are Leaders Different?
 - a. 4 Key Areas



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- III. The Cores of Credibility
 - a. Integrity
 - b. Intent
 - c. Capabilities
 - d. Results

- IV. Leadership and Culture
 - a. Organizational (group) culture
 - b. Socialization
 - c. Group culture levels and impacts

- V. Impacts on Employee Performance and Employee Engagement
 - a. Clear direction
 - b. Definitions
 - c. Information
 - d. Reinforcing behavior
 - e. Group exercises
 - f. Keys to employee engagement
 - g. Leadership impacts on discretionary effort

- VI. Leadership Communication and Evaluation of Systems
 - a. Leading in the information age
 - b. Keys to impactful communication
 - c. Organizational systems
 - i. Common systems

- VII. The Discipline of Execution
 - a. Discipline and strategy
 - b. The job of the business leader
 - c. Execution as a core element of the organization

- VIII. Seven Essential Behaviors of Highly Effective Leaders
 - a. Know your people and your business
 - b. Insist on realism
 - c. Set clear goals and priorities
 - d. Follow through
 - e. Reward the doers
 - f. Expand people's capabilities
 - g. Know yourself

CO-HOST LOGISTICAL REQUIREMENTS:

Classroom

- Adequate seating for the number of students attending, with tables.
- Whiteboard with markers
- Flip chart with paper



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Audio Visual

- Projector for computer presentation
- Large projection screen (minimum of 6' X 6')
- Speaker system to connect to laptop for audio (or ability to plug in a thumb drive to an existing system).
- Extension cord and power strip

Other

- Access to copier

STUDENT EQUIPMENT LIST:

- This course is classroom based.
- Laptop computer is helpful but not required (thumb drives will be handed out to students containing the course materials).
- Business casual dress