

WHAT LEADERS DO: LEADERSHIP SKILLS FOR NEW AND POTENTIAL MANAGERS

Overview

Rising to a leadership position is a pivotal juncture in anyone's career. Successfully navigating the difficult transition to the leadership spotlight can be a difficult, challenging, and stressful experience. In this workshop, learn how to handle that spotlight. Clarify what it takes to be a high-performing leader. Use the workshop's learning lab to test out the tools and techniques designed to improve your leadership capabilities on all fronts. Plan your continuing or upcoming transition into a leadership role. And emerge as a better leader – and with a new level of self-confidence – for today and into the future.

Benefits and outcomes

- How to understand the myths and realities of leadership, as well as the critical distinctions between leadership and management
- How to utilize The Leadership Essential Model™, a model that captures the key elements of success for new and potential leaders
- How to cultivate a supportive network
- How to balance and prioritize among conflicting leadership demands
- How to forge a plan for your ongoing and continuing development as a leader
- Incorporate best practices into your leadership practice
- Establish leadership credibility with your key stakeholders
- Use “language of influence” to build commitment and trust as a leader
- Hone your leadership style and agenda
- Identify your leadership success factors
- Define your own personalized leadership principles

Program Curriculum

Module 1: Understanding Your Role

- Mastering the new role: What it takes
- The Leadership Essentials™ competency model
- Leadership vs. management
- Balancing management and leadership

Module 2: Establishing an Agenda

- Establishing an agenda
- The importance of your agenda
- Successful practices: John Kotter's findings
- Creating your own agenda
- Initiating a conversation with your boss

Module 3: Focusing on Priorities

- The multiple hats of the manager/leader
- Where are you spending your time?
- Where do different levels of leaders spend their time?
- Prioritizing your work
- Maximizing your impact
- Holding a conversation to reassign or stop an activity
- Six degrees of delegation

Module 4: Cultivating a Network

- Your networking behavior
- Building your network
- What gets in your way
- Advice for improving your network
- Planning your next networking steps

Module 5: Building Commitment

- Building commitment versus compliance
- Reflecting on the nature of commitment
- The leader-follower dynamic
- The trust model
- Building trust through advocacy and inquiry
- Balancing and effectively using advocacy and inquiry to build trust
- Diagnosing commitment breakdowns

Module 6: Developing for the Future

- Developing for the future
- Derailment: The ten fatal flaws
- Leadership essentials model and self-assessment
- Your personal development plan
- Learning strategies that work

Module 7: Living the Principles

- Living the principles
- Lessons from life
- Creating your leadership timeline
- Lifelong leadership lessons
- Telling your stories
- Assessing the relevance of the stories

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