

Building New & Maturing Leaders Training Program

Bishop House Consulting, Inc.

www.BishopHouse.com

The program offers:

Immersion in the art and science of management and leadership.

- ▶ A combined learning environment:
 - Dynamic, interactive class room instruction
 - Individual coaching sessions
- ▶ A structure that sustains the learning:
 - An eight week program horizon to build on-going development
 - Support of an internal sponsor to reinforce learning on-the-job

Program Modules 1 – 4:

Module One

- Understanding and Maximizing Personal Styles

Module Two

- The Role of the Leader

Module Three

- Management Communication

Module Four

- Creating an Effective Work Environment

Program Modules 5 – 8:

Module Five

- Performance Management – Coaching and Counseling

Module Six

- Performance Management – Reviewing Employee Performance

Module Seven

- Essential Work Skills

Module Eight

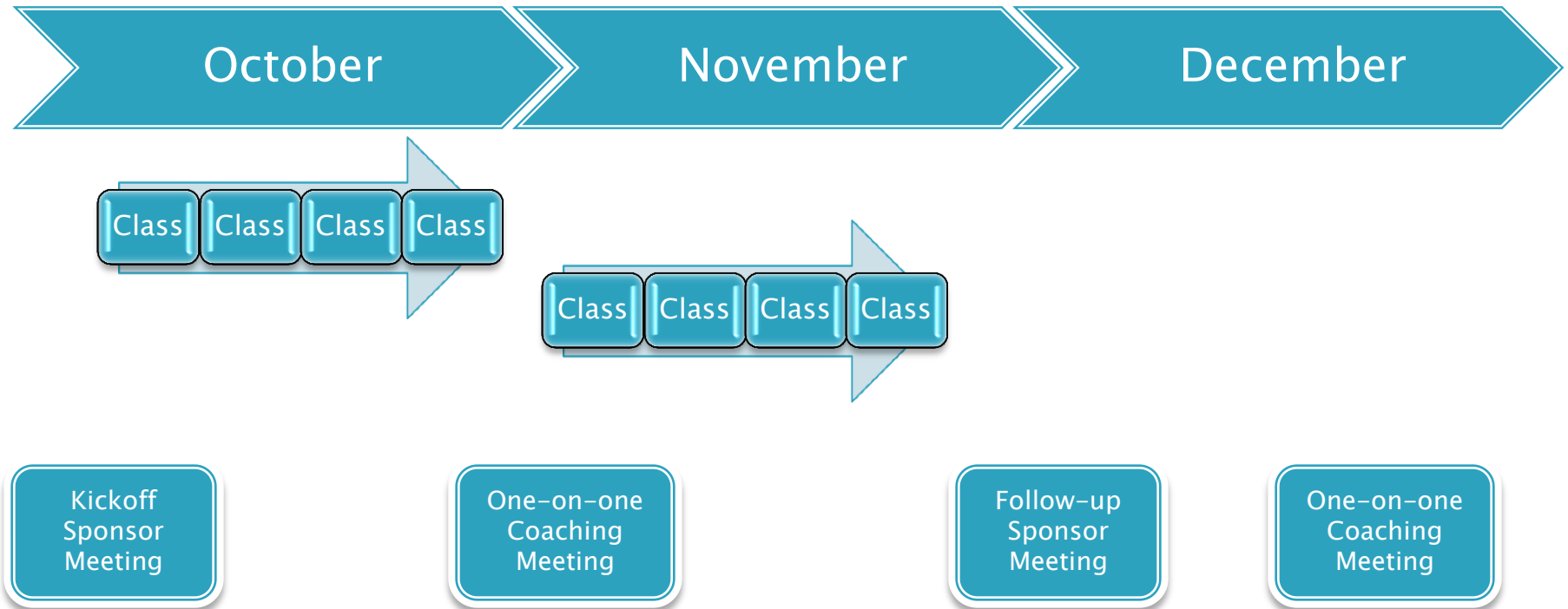
- Leading Forward

Coaching Sessions

Two individual situational coaching sessions with an experienced leadership coach insure the leader is leveraging their new skills “back in the real world.”

- ▶ One-on-one development opportunity
- ▶ Provided mid-way through the program and 45 to 60 days after completion of the program

Program Schedule



Module One: Understanding and Maximizing Personal Styles

- ▶ Much of a leader's success is dependent upon the relationship they have with their staff, peers and managers.
- ▶ This module leverages Everything DiSC Management, a world renowned personal profile assessment tool.
- ▶ Leaders gain a greater understanding of their personal style and how to maximize their effectiveness based upon their style

Module Two: The Role of the Leader

- ▶ In this module participants examine how a leadership role differs from the role of an individual contributor, including the skills needed for success.
- ▶ Multiple management approaches are presented, exploring the impact and application of each.
- ▶ Issues related to managing former peers and friends, gaining credibility and sources of authority, are common issues discussed.

Module Three: Management Communications

- ▶ Communication is an essential skill most leaders need to develop.
- ▶ This module examines the importance of communication methods, impact of body language and tone and importance of listening. Skills to gain support and reach agreement are practiced.
- ▶ Learning regarding a manager's natural communication styles continues using the Everything DiSC model presented in the initial session.

Module Four: Creating an Effective Work Environment

- ▶ Front-line leaders play a critical role in establishing the tone of the work environment for their work group and are frequently challenged motivating employees more effectively.
- ▶ In this module managers learn what motivates different employees and what they can do to create a work environment conducive to each employee's success.

Module Five: Performance Management – Coaching and Counseling

- ▶ Effectively managing employee performance is a critical skill for all managers.
- ▶ Exploring various feedback and coaching methods during this session provides managers with skills and tools to managing employee performance.
- ▶ Cases studies provide an opportunity to explore the differences between coaching and counseling, and to practice various approaches.

Module Six: Performance Management – Reviewing Employee Performance

- ▶ Performance reviews are often associated with anxiety on the part of the manager and the employee.
- ▶ Managers are introduced to review approaches and connecting the performance review to work performed throughout the year.
- ▶ Time will be spent understanding how to structure a review to increase its impact and usefulness.

Module Seven: Essential Work Skills

- ▶ Balancing their workload is a common struggle for new and developing managers.
- ▶ This module will focus on setting priorities – working on the “right” things – and provide instruction on how to effectively delegate work assignments to employees.
- ▶ Emerging leaders will learn how to communicate work needs to employees of different styles increasing the manager’s effectiveness and their employees success.

Module Eight: Leading Forward

- ▶ In this last module participants examine how to lead through the meetings they conduct and how to effectively lead change.
- ▶ How a manager conducts a meeting is a “window” into the effectiveness of their leadership skills. This session discusses strategies to conduct effective meetings, and is followed by highlighting effective strategies to lead change.
- ▶ The program concludes with review, a sharing of individual learnings, successes and challenges to build support as they move out of the program.

Sign Up Today!

Go to www.BishopHouse.com to sign up for the next 8 week program.