Highly Effective Leaders Program
Module Descriptions

Kickoff Meeting

Participants will be encouraged to discuss the various challenges they are currently experiencing. Then, the Highly Effective Leaders Program will be reviewed, including what it entails, how it will help address participant challenges and a review of expectations of participants throughout the program. Shared goals will also be developed to help guide participants throughout the process. Participants will leave excited and ready to start the program!

1. Leading with a Vision

Participants will explore how various processes should look if they are operating at high levels and how leaders can achieve superior results by knowing their vision is and encouraging staff to participate/contribute to a team vision for exceptional performance. The role of transformational leadership, its benefits and how leaders implement principles will be discussed.

2. Creating a Positive and Engaging Culture

Having a culture that is motivating, stimulating, and supportive can have a significant impact on employee commitment, engagement, performance, and retention. Leaders also need to be mindful of psychological safety and its role in supporting a positive culture. Participants will be challenged to evaluate the culture in their teams and assess ways to implement activities to enhance their work environments.

3. Optimize Your Leadership Credibility

To effectively lead others, it is vital that people leaders possess the specific competencies and skills necessary to instill confidence in staff. Participants will be challenged to examine their approach to presenting with professionalism, being organized to stay on top of ongoing demands, the importance of following through promptly, and the impact of having high standards.

4. Maximize Your Professional Growth and Passion to Lead

Research shows that many people leaders are often more stressed and burned out than those they lead, which can lower their engagement levels. This module will challenge leaders to evaluate their professional development approaches and take on a growth mindset. Self-care strategies will also be reviewed to help leaders remain healthy and engaged.

5. Being Self-Reflective

Self-reflection allows individuals to assess their performance and evaluate areas of opportunities for improvement. This dynamic module will equip leaders with strategies to encourage employees to consistently use self-reflection and critical thinking to take ownership, accountability and hone their decision-making process.

6. Hiring and Onboarding Exceptional Employees

Employee commitment starts with the first interaction with the organization and flows into an engaging interview process. Then, new hires should have a memorable experience that fuels their desire to be strong contributors. This module will provide leaders with numerous strategies to maximize the possibility of hiring and acclimating engaged and high-performance employees.

7. Handling Conflict and Providing Effective Feedback

Conflict is a normal part of the leadership process but not one most leaders embrace. This pivotal module will review conflict styles and how they impact a leader's credibility. This module will also include numerous ways to provide feedback along with how to help staff effectively recognize and feedback receptiveness to drive consistently high levels of performance. Building and maintaining a positive supervisor relationship will also be reviewed.

8. Coaching and Developing Staff to Excel

Employee commitment level is the greatest predictor of engagement, performance and desire to remain with the organization. There are many opportunities for leaders to encourage sustainably high levels of employee commitment, with coaching being only one of them.

9. Supporting Consistently High Levels of Employee Performance

Regular and engaging one-on-one meetings, along with consistent performance reviews, are two of the most effective practices leaders can have in place to promote sustainably high levels of employee performance. This nodule will review these two essential processes in great detail to equip leaders with the skills and tools to maximize employee performance.

10. Holding Staff Accountable

Some employees, despite numerous attempts, are challenging to engage. This module will review the role of performance expectations and opportunities to connect with even the most challenging staff. Additionally, the disciplinary process will be reviewed if issues persist.

11. Optimizing Team Performance

Highly effective leaders facilitate a team environment that continually challenges staff and encourages them to participate in identifying and solving issues. This module will have leaders explore various ways to empower high levels of team performance while assessing how change presents a unique leadership opportunity.

12. Your Action Plan

Highly effective leaders should be encouraged to develop and grow new skills to remain relevant in a world with continually shifting customer, employee, and organizational needs. This module helps leaders examine opportunities for growth and outline specific plans to maximize their short and long-term performance.