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**Learning Style: On Demand**

**Technology:**

**Difficulty: Beginner**

**Course Duration:**

## Effective Leadership



This leadership certification training program has been inspired and assembled by materials in the public domain from the top thought leaders, authors and speakers in the areas of leadership and exposing their point of views and perspectives- so you have multiple point of views to discuss and debate on and NOT any one person's point of view.

What is proprietary is color commentary, summaries, some case studies and taking all of this non-structured content in the public domain and putting it into an instructional design methodology to drive the high impact relevant learning experience based on specific learning outcomes. What is not proprietary is the actual content that you will review from these authors and leadership coaches. All of the content is publicly available to anyone for their consumption.

All of these Leadership gurus will tell you that is hard-Exemplary leadership does require levels of courage, discipline and persistence that few people can muster. For instance, there are some things that we should do, that we know we should do but choose not to because they are too hard; things that would require us to leave our comfort zones. But there are some things that we don't do because we honestly believe they absolutely will not make a difference when in fact they would.

For instance, many executives have told me that holding others accountable is destructive, providing honest feedback can be de-motivating and will not make a difference. Therein lies the evidence that this stuff is not theoretically simple. If any area in life were simple, theoretically or otherwise, we'd have more leaders; we'd have better functioning teams.

## **Course Outline:**

### **Instructor Bio**

- Instructor Bio

### **Course Introduction**

- Course Introduction

### **Course Description**

- Course Description

### **Aspects of Leadership**

- Aspects of Leadership

### **Course Outline**

- Course Outline

### **Your Commitment & Contribution**

- Your Commitment & Contribution

### **Role of a Leader**

- Introduction
- Learning Objectives

- Differences Between a Manager VS a Leader
- Summary of 21 Irrefutable Law of Leadership
- Developing the Leader Within You
- Five Levels of Leadership
- Summary of Five Levels of Leadership
- Summary: Developing the Leader Within You & 5 Levels of Leadership
- Stages of Leadership
- Six E's of Leadership by Brendon Burchard
- Functional Leader Vs Enterprise Leader
- Question and Exercise
- Summary
- Five Levels of Leadership
- Question & Exercise
- Case Studies / Exercises

### **How Do Leaders Influence, Motivate & Drive Behaviors**

- Introduction
- Learning Objectives
- Leading People
- What Motivates People
- Understand People's Psychology to Influence Behaviors
- Science of Persuasion
- How Do Leaders Influence & Inspire
- Discover Yours and Others Strengths
- How to Handle Difficult Employee - Case Study "Wolfgang Keller"
- Case Studies / Exercises
- Summary
- Case Studies / Exercises

### **Creating a Culture of Accountability**

- Introduction
- Learning Objectives
- Employee's Ownership & Accountability
- The OZ Principle of Accountability
- Greg Bustin's Point of View on Lack of Accountability
- A New Way to Think About Accountability
- Summary
- Case Studies / Exercises
- With Great Responsibility Comes Great Accountability
- "A", "B" and "C" Team Players

### **Performance & Goal Management**

- Introduction
- Learning Objectives
- Traits of a Leader
- Strategy to Goals
- Seven Steps to Implement Strategy

- How to Align Your Strategy to Organizational Goals
- Organization Alignment
- The McKinsey 7S Framework
- Organization Alignment and Operational Excellence
- Organization Alignment
- Predictable Results Through SMART Goals
- Setting SMART Goals
- Performance Management System
- What is Performance Management
- Why Performance Management
- Effective Performance Management and Goal Review
- 6 Simple Steps on Effective Performance Management and Goal Review
- Performance Management System
- Rank Employee
- Performance Management vs Performance Measurement
- 6 Things Your Employees Want from Performance Reviews
- Summary
- Case Studies / Exercises
- Question & Exercise

## **Emotional Intelligence**

- Introduction
- Learning Objectives
- Daniel Goleman Quote
- What is Emotional Intelligence
- Leading with Emotional Intelligence in the Workplace
- IQ VS Social Intelligence
- Emotional Intelligence: How Good Leaders Become Great
- Focus-The Secret To High Performance & Fulfilment
- How To Increase Emotional Intelligence through Body Language
- Module Summary
- Case Studies / Exercises

## **Operational Excellence**

- Introduction
- Learning Objectives
- Operational Excellence
- Top 10 Leadership Priorities and Challenges
- What is Operational Excellence
- Operational Excellence-A philosophy
- A Value Stream Management Approach
- What is Operational Excellence
- Shingo Model
- Operational Excellence-A Checklist
- Business Excellence By Michael Treacy and Fred Wiersema
- Four Components of Operational Excellence
- First Component - Strategy Or Policy Deployment
- Second Component - Performance Management

- Third Component - Process Excellence
- Third Building Block - Process Excellence - 8D Problem Solving Methodology
- Third Building Block - Process Excellence - Lean Enterprise
- Third Building Block- Process Excellence - Lean Thinking
- Third Building Block - Process Excellence - Six Sigma
- Fourth Component - High Performance Teams
- The House of Operational Excellence
- Quality Leadership & Operational Excellence by Juran
- Scaling Operational Excellence: Running Your Company as a Video Game
- Scaling Operational Excellence by Huggy Rao
- Scaling Operational Excellence: Culture of Engagement that Drives Operational Excellence
- Module Summary
- Case Studies / Exercises

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