

**Skill Development Outline – The Effective Leader**

Developing High Performance Leaders

**THE EFFECTIVE LEADER***PROVEN STEPS TO BUILDING A HIGH PERFORMANCE ORGANIZATION***Program Description**

A highly engaged and motivated employee is the most formidable weapon that an organization can utilize to compete and win. An engaged and motivated employee is more focused on doing their work, more productive, and is more likely to have a better work and home life. However, less than 30% of an organization's people fit this category. Less than 5% of organizations sustain high performance over the long term.

The development of highly engaged and motivated people depends on strong and committed leaders, an effective management system structure, and a whole person focused culture based on respect and trust. Only then can a high performance organization truly succeed.

This 12 month comprehensive and practical skills development program will provide the leaders with a core success factor; the skills to lead and develop a high performance organization sustained through the habits of an Effective Leader.

You will receive one-on-one coaching support from an experienced leader during and after the program to guide you through the development of your skills and to form leader habits. Following the proven methodology of leveraged learning consortiums, a leader peer community will be utilized to provide additional support and to share best practices.

Upon successful completion of the program and the execution of an implementation plan, you will have the leader skills to take your organization to a high level of sustained performance to compete and win.

**Skill Development Focus**

The objectives for the program will be the development of the following skills:

- Leader habits through short burst skill development
- Creating and sustaining a high performance culture
- Tools to create your roadmap
- Fundamentals of effective management systems - Organizational Systems Thinking

**Program requirements**

The following are the requirements to participate in the program:

- Commitment to support the development of the 3 core success factors: leadership, management system and culture.
- Willingness to interactively participate and share best practices with other program members
- Attend all peer skill development and individual coaching sessions (maximum 9 hours per month)
- Personal commitment of 4 hours of work on your own for every 1 hour of coaching

**Effective Leader Skill Development – Program Preparation**

- Completion of an individual leader pre-assessment
- Completion of an organizational culture pre-assessment
- Conduct an organizational gemba (go & see) of your workplace with an HPL coach

**Skill Development Outline – The Effective Leader**

Developing High Performance Leaders

**Peer Group Effective Leader Skill Development****Session 1 – Change Management: ‘Your GPS Through the Change Curve’**

- Fundamentals of Organizational Systems Thinking
- Know and maneuver the change curve
- Key points of a change management plan
- The leader’s role in change
- Draft change management plan

**Session 2 – Visioning & Future State**

- Develop the future state of your organization
- Requirements to establish and sustain the desired culture
- Power of mental models
- Create alignment, meaning, and a higher purpose for work
- Draft improvement roadmap

**Session 3 – Leader High Performance Boot Camp – Basic Training and First Deployment**

- Key principles of a high performance organization
- Necessities for sustainment
- How to develop and build a high performing and engaged workplace
- Effective gemba (go, see, and engage)
- Role of a leader in effective problem solving
- Daily leader and organizational cadence essentials
- Finalize improvement roadmap

**Session 4 – The Leader’s Role – Developing Yourself – Commitment to Personal Growth and Learning**

- Effective listening and questioning
- Develop the habits of a transformational leader
- Connect, engage, and build trusting relationships with people
- Establish the leader’s cadence
- Create leader standardized work

**Session 5 – The Leader’s Role – Developing Your People – Coaching, Mentoring and Teaching**

- The responsible engaged employee
- High performance team development
- Develop a safe environment for creativity, innovation, and experimentation – psychological safety and interpersonal climate
- Create a bias for action - motivation and personal achievement

**Session 6 – Sustainment**

- Build mechanisms
- Organizational System Thinking – align the 3 systems
- Process audits and sustaining improvements
- Create a high performance, living, whole person focused culture

**Effective Leader Peer Community Session (x 6)**

- Success stories and the keys to their success
- Learning through sharing challenges
- Best practice exchange and benchmarking

**Skill Development Outline – The Effective Leader**

Developing High Performance Leaders

**Individual Effective Leader Skill Development, Coaching and Support**

**Coaching ‘eburst’ (multi-media supplementary skill development communication)**

- Effective leader focus actions for the week
- Tips and lessons to apply
- Progress status check point

**One-on-one Coaching Calls (x 8)**

- Review progress and status of culture development
- Support of effective leader habits
- Opportunity to ask specific questions of the coach

**On-site Coaching Gemba (x 4)**

- One to one coaching at the leader’s organization
- Walk the floor to teach your eyes to see
- Review progress and status of culture development
- Support of effective leader habits

**Participant Profile**

Current and future senior level leaders with the ability to impact and influence culture, strategic direction, and management systems within their organization. Leaders we develop are from manufacturing, healthcare, service, distribution, government and not-for-profit sectors.

Cohort size will be limited to 12 participants to maximize individual leader development.

**Program Tuition**

HPS Consortium members - \$15,500 CDN + HST per leader

Non - HPS Consortium members - \$18,000 CDN + HST per leader

Contact HP Leaders for group discounts or costs for dedicated inhouse sessions.

The Effective Leader is eligible for the [Canada Job Grant Program](#).

**Program Schedule**

Event	Date	Time	Focus	Location
Skills Development Session 1	Sept 10, 2019	8:00 -12:00	Change Management: “Your GPS Through the Change Curve”	Off-site training location
One-on-one Coaching Call	Sept 2019	Scheduled with leader	Coaching call support	Phone or video call
Effective Leader Peer Community	Oct 8, 2019	9:00 – 12:00	Progress update, feedback, benchmarking, best practice sharing	Off-site training location
Skills Development Session 2	Oct 8, 2019	12:30 – 4:30	Visioning & Future State	Off-site training location
One-on-one Coaching Call	Oct 2019	Scheduled with leader	Coaching call support	Phone or video call
Skills Development Session 3	Nov 12, 2019	12:30 - 4:30	Leadership High Performance Boot Camp – Basic Training and First Deployment	Off-site training location
On-site Gemba Coaching	Nov 2020	Scheduled with leader	One-on-one on-site coaching	At leader’s organization

**Skill Development Outline – The Effective Leader**

Developing High Performance Leaders

<b>Effective Leader Peer Community</b>	Dec 10, 2019	9:00 – 12:00	Progress update, feedback, benchmarking, best practice sharing	Off-site training location
<b>Skills Development Session 4</b>	Dec 10, 2019	12:30 - 2:30	The Leader’s Role – Developing Yourself – Commitment to Personal Growth and Learning	Off-site training location
<b>One-on-one Coaching Call</b>	Dec 2019	Scheduled with leader	Coaching call support	Phone or video call
<b>Skills Development Session 5</b>	Jan 14, 2020	12:30 - 2:30	The Leader’s Role – Developing Your People – Coaching, Mentoring and Teaching	Off-site training location
<b>Coaching Call</b>	Jan 2020	Scheduled with leader	Coaching call support	Phone or video call
<b>Effective Leader Peer Community</b>	Feb 11, 2020	9:00 -12:00	Progress update, feedback, benchmarking, best practice sharing	Off-site training location
<b>Skills Development Session 6</b>	Feb 11, 2020	12:30 - 4:30	Sustainment	Off-site training location
<b>On-site Gemba Coaching</b>	Feb 2020	Scheduled with leader	One-on-one on-site coaching	At leader’s organization
<b>One-on-one Coaching Call</b>	Mar 2020	Scheduled with leader	Coaching call support	Phone or video call
<b>Effective Leader Peer Community</b>	Apr 2020	9:00 -12:00	Progress update, feedback, benchmarking, best practice sharing	Leader organization to host
<b>One-on-one Coaching Call</b>	Apr 2020	Scheduled with leader	Coaching call support	Phone or video call
<b>On-site Gemba Coaching</b>	May 2020	Scheduled with leader	One-on-one on-site coaching	At leader’s organization
<b>Effective Leader Peer Community</b>	Jun 2020	9:00 -12:00	Progress update, feedback, benchmarking, best practice sharing	Leader organization to host
<b>One-on-one Coaching Call</b>	Jun 2020	Scheduled with leader	Coaching call support	Phone or video call
<b>One-on-one Coaching Call</b>	Jul 2020	Scheduled with leader	Coaching call support	Phone or video call
<b>Effective Leader Peer Community</b>	Aug 2020	9:00 -12:00	Progress update, feedback, benchmarking, best practice sharing	Leader organization to host
<b>On-site Gemba Coaching</b>	Aug 2020	Scheduled with leader	One-on-one on-site coaching	At leader’s organization

**Program Registration**

<http://www.hpsinc.ca/Event-Registration.htm>