

ELEARNING

COURSE OUTLINE

LEADERSHIP EFFECTIVENESS

LE100 - Leadership Effectiveness Introduction 10 min

Become the Only Choice Leadership Effectiveness focuses on six key skills: understanding the impact and role of a leader, driving engagement, applying styles to build strong relationships, coaching for improved performance, delivering effective feedback, and bringing all of these skills together to build high-performance teams.

Leadership Effectiveness Introduction and Guidelines

LE101 - The Four Cornerstones of Success® 60 min

Attitude, Personal Accountability, Perseverance and Habit are the cornerstones to every successful individual, team and organization. Apply these cornerstones to daily actions and identify where adjustments need to be made. Learn the importance of personal accountability in leadership and eliminating socially accepted excuses to improve performance.

Four Cornerstones of Success - Introduction

Lesson 1: Getting Your Mind Right

Lesson 2: Getting Your Actions Right

Key Learning - Four Cornerstones of Success

LE102 – Impactful Leadership 60 min

Learn to see through the eyes of the team to be the leader who influences others to be great leaders. Help the team get out of the whirlwind which makes it difficult to achieve break-through performance. Create a culture of engagement to support a result-focused business strategy.

Impactful Leadership - Introduction

Lesson 1: Operating Reality

Lesson 2: Active Listening

Lesson 3: Emotional Intelligence

Lesson 4: Legacy Leadership

Key Learning – Impactful Leadership

LE103 – Workforce Engagement 45 min

Building a strong culture of engaged employees is paramount to success. Understand the value of the engaged employee and how leaders influence the culture of engagement. Use the 4 Bs Engagement Model to identify steps to support employees and create a culture of engagement.

Workforce Engagement - Introduction

Lesson 1: Basics

Lesson 2: Backing

Lesson 3: Belonging

Lesson 4: Becoming

Key Learning – Workforce Engagement

LE104 – Recognizing Leadership Styles 60 min

Why do some teams perform better than others? The answer is relationship management. Based on the Everything DiSC Workplace® Assessment, this module explains how to recognize the working style preferences in yourself and others. Being able to recognize workplace tendencies creates the ability to minimize conflict, develop strong working relationships, and motivate team members.

Recognizing Leadership Styles - Introduction

Lesson 1: Assessing Styles in the Workplace

Lesson 2: Your Personal Style

Lesson 3: Working with Other Styles

Key Learning – Recognizing Leadership Styles

LE105 – Coaching and Performance Management 45 min

Stop the drama and get results by managing agreements instead of personalities by coaching to strategy, activity, and skill. Move through a diagnostic decision tree as a structured method to manage agreements ensuring consistency in diagnosing performance gaps and providing effective coaching. Mitigate the effects of low performers and leverage the observable behaviors of high performers.

Coaching and Performance Management - Introduction

Lesson 1: Managing Agreements

Lesson 2: Coaching to Strategy, Activity and Skill

Lesson 3: Coaching Low and High Performers

Key Learning – Coaching and Performance Management

LE106 – Effective Feedback 60 min

Learn how to handle difficult conversations following the DASH model; a consistent and professional methodology for communicating observed behavior that needs to be corrected. Excel as a coach and drive performance through constructive and positive feedback.

Effective Feedback - Introduction
Lesson 1: Effective Feedback
Lesson 2: Feedback Pitfalls
Lesson 3: Six Kinds of Feedback
Lesson 4: The DASH Model
Key Learning – Effective Feedback

LE107 – High-Performance Teams 60 min

Winning breeds winning and no one does it alone. In this module we summarize key behaviors that make leaders successful from having high quality communication and coaching to backing up others and being a continuous learner. Establish proper leadership and cultural habits to achieve a high-performance team.

Team Leadership – Introduction
Lesson 1: Communication and Teams
Lesson 2: Team Engagement
Lesson 3: Why Teams Win
Key Learning – Team Leadership

LE190 –Tying It All Together 45 min

After completing each of the earlier courses covering the six key skills of Leadership Effectiveness, this final module reviews key learnings from each section and puts it all together. A final test at the end covers all of the key concepts and skills in Leadership Effectiveness.

Tying it All Together – Introduction
Lesson 1: Leadership Effectiveness Basics
Key Learning and Final Test