

Future Leaders Academy



Forward Focused Business Advisors

Over the course of 8-group sessions, this program is designed to develop high-potential individual contributors into your companies “next generation” of Leaders. Our approach combines the best practices in coaching, peer support, facilitation, goal setting, accountability, and tracking progress. Program outlined as follows:

- **Pre-Work:**
 - Behavioral Assessment for all participants (including readback, personal development guide; manager strategy guide; and other coaching tools)
- **8 Group Sessions:** Each session is 90-120 minute and will focus on a different topic. Participants will begin to document their own situations, experiences, goals, challenges and strengths using their Participant Guide. Then, through coaching tools, exercises, industry examples, and peer discussions, we’ll explore the subtle nuances that transform a solid individual contributor into a strong future leader and provide tools that they can be implement immediately.
- **Curriculum includes the following topics:**
 - Leadership vs Management
 - Communicating Simply & Powerfully
 - Resolving Unproductive Conflict
 - Managing Up, Down and Across
 - Managing/Developing Others (including tactics to Engage and Mobilize Employees)
 - Goal Setting & Time Management
 - Thinking Strategically (vs Tactically)
 - Building Strong Relationships (through Networking)
- **Materials Provided:**
 - Participant Guide
 - Suggested readings will be assigned throughout the program supporting the session topics.
- **Workshop Follow-up & Support:** We are also available for an additional 90-days after program has been completed for any follow-up questions or concerns from participants (2-hrs/participant)
- **16-week Engagement:** Sessions meet every 2-weeks and content builds as the program progresses.
- \$1,500/participant

Program Outline

<p>Session 1: Leadership vs Management</p>	<p><i>Through a series of discussions and activities, participants will learn the differences between leading and managing; and begin to define their own individual styles.</i></p>	<ul style="list-style-type: none"> ○ Leadership Characteristics Table ○ Behavioral Assessment Reports ○ Critical Success Factors
<p>Session 2: Communicating Simply & Powerfully</p>	<p><i>Solid communications skills are one of the most important of all leadership skills. During this session, participants will deliver a brief 5-min presentation on an assigned topic and be evaluated by the group.</i> <i>From here, we'll discuss and identify ways each participant can improve their communication skills through a series of exercises.</i></p>	<ul style="list-style-type: none"> ○ 3-5 min Presentation by each Participant ○ Assessing Your Communication Style & Adapting to the Listener ○ Best Communication Methods for Different Situations (What, When, Where and How)
<p>Session 3: Resolving Unproductive Conflict</p>	<p><i>Conflict in the workplace is inevitable; and leaders must accept that they will naturally arise. Through discussions and role-playing, we'll demonstrate ways to deal with conflict in a way that ultimately strengthens the team and the organization.</i></p>	<ul style="list-style-type: none"> ○ Share Survey Results with Team ○ What does an Ideal Team Look Like? ○ Types of Conflict (1:1 vs Organizational/Team) ○ Understanding Different Points of View ○ Strategies to Resolve Conflict
<p>Session 4: Managing Up, Down and Across</p>	<p><i>In addition to being able to build, align, energize and guide a world-class team; a good leader also needs to communicate effectively up, down and across. Using current relationships, we'll identify areas of improvement and create an improvement plan for each participant</i></p>	<ul style="list-style-type: none"> ○ Managing Relationship Plans <ul style="list-style-type: none"> ○ Rate Current Relationships ○ Identify areas for improvement ○ Next steps with deadlines
<p>Session 5: Managing/Developing Others</p>	<p><i>Through a series of discussions and activities designed to engage each participant, we'll help identify any challenges & frustrations that may exist within their own teams; and discuss ways to improve.</i></p>	<ul style="list-style-type: none"> ● 360 Team Assessment ● What does an Ideal Team Look Like? ● Establishing Rules of the Road/Communication Strategy ● The value of Consistent 1:1's <ul style="list-style-type: none"> ○ Creating Development Plans for Employees
<p>Session 6: Goal Setting & Time Management</p>	<p><i>Essentially, goals are the foundation for time management. We'll start with a time study of each participants weekly schedule to identify where changes can be made; and work with participants to redesign their activities by prioritizing and using some basic organizational tips & tricks.</i></p>	<ul style="list-style-type: none"> ● Time Study (Insights & Redesign) ● Do, Defer, Delegate, Delete ● Effectively Utilizing Your Calendar Setting Priorities and Organization
<p>Session 7: Thinking Strategically (vs Tactical)</p>	<p><i>Quite often, people confuse strategy and tactics and think the two terms are interchangeable. We'll take the participants through a deep-dive into the subtle nuances that will help them set strategy for their teams that align with corporate goals</i></p>	<ul style="list-style-type: none"> ● Your World: Strategies vs Tactics ● Asking Deeper Questions ● Pulling it all together ● Apply what you have learned
<p>Session 8: Building Strong Relationships</p>	<p><i>The benefits of good working relationships is far-reaching and can promote a high-level of cooperation; make it more likely that others will agree on changes; provide a foundation to challenge each other's ideas in a constructive, productive way. But it takes work and planning.</i> <i>We'll share some strategies on who and how to begin building their business network both within your organization and outside</i></p>	<ul style="list-style-type: none"> ● Relationship Assessment ● Building Relationships Internally <ul style="list-style-type: none"> ○ How? ○ Who? ● Networking Externally

