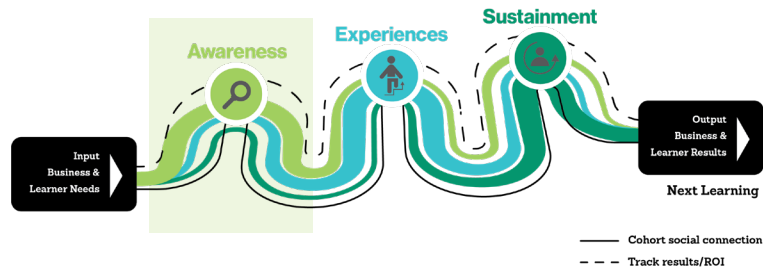


# Leadership Training for Results:

## Unleash Talent in Others™

### Outline



### Virtual or In-Person Awareness Session

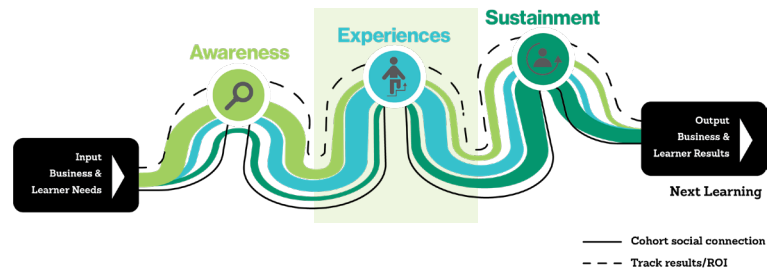
#### Learning Objectives:

- Build camaraderie with other participants and the trainer team
- Commit to mutually defined expectations
- Describe how the Dale Carnegie Human Relations Principles support effective leadership

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Welcome/Participant Introductions</li> <li>• Cycle of Performance Change</li> <li>• Changes and Challenges</li> <li>• Comfort Zone</li> <li>• Achieving Results Formula</li> <li>• Overview of Human Relations Principles</li> <li>• Leadership Competencies</li> <li>• My Desired Transformation</li> <li>• Expectations for Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Changes and Challenges Activity</li> <li>• My Desired Result</li> </ul>

# Leadership Training for Results:

## Unleash Talent in Others™



## In-Person Experience

### Module 1: Building Effective Teams

#### Learning Objectives:

- Analyze the Dale Carnegie Model of Leadership Success
- Apply strategies to build team effectiveness
- Identify personal vision statements, team purpose statements, and personal values
- Describe the Leadership Competency Development Model

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• My Teams</li> <li>• Leadership Storytelling Formula</li> <li>• Effective Team Planning</li> <li>• Stretching Out of the Comfort Zone</li> <li>• The “Innerview”</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Team Planning Worksheet</li> <li>• Purpose Analysis</li> <li>• Team Purpose Statement</li> <li>• Personal Vision Statement</li> <li>• Stages of an Effective Team</li> <li>• Innerview Practice</li> </ul>

# Leadership Training for Results:

## Unleash Talent in Others™

### Module 2: Innovation

#### Learning Objectives:

- Apply Human Relations Principles to transform performance deviations into innovative solutions
- Use the Innovation Process to improve results
- Resume developing the Innovation Plan

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Innovation and Culture</li> <li>• The Thinking Mechanism: Green-Light and Red-Light Thinking</li> <li>• The Innovation Process</li> <li>• The Importance of Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation at Work Activity</li> <li>• Innovation Exercise</li> <li>• Planning Process Worksheet</li> <li>• Innovation Plan</li> </ul>

### Module 3: Performance and Results

#### Learning Objectives:

- Begin to create a Performance Results Description
- Identify methods to track progress towards goals
- Continue to develop the Leadership Impact Plan
- Develop a plan to align and communicate the purpose and strategy through a people-first culture

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Performance Results Description</li> <li>• Monitoring Progress</li> <li>• The Coaching Process</li> <li>• Control Limits</li> <li>• Framework for Performance Deviations</li> </ul>	<ul style="list-style-type: none"> <li>• Reports on Implemented Learnings</li> <li>• Performance Results Description Activity</li> <li>• Coaching Exercise</li> <li>• Fostering Growth Activity</li> <li>• Handling Performance Deviations Exercise</li> <li>• Leadership Impact Plan</li> </ul>

# Leadership Training for Results:

## Unleash Talent in Others™

### Module 4: People-First

#### Learning Objectives:

- Identify employee engagement factors and influencers
- Use techniques to foster employee engagement

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Employee Engagement Continuum</li> <li>• People-First Culture</li> <li>• Engagement Factors and Influencers</li> <li>• Model for Giving Appreciation</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Storytelling: Accomplishing Results Through Others, People-First</li> <li>• I Wish I Had, and I'm Glad I Did</li> <li>• Expressing Appreciation</li> <li>• Engagement Commitment</li> </ul>

### Module 5: Delegation Process

#### Learning Objectives:

- Utilize techniques to get work done through others and develop the talent of team members
- Use a model to delegate a task effectively

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Six Degrees of Productivity</li> <li>• The Delegation Process</li> <li>• Potential for Resistance</li> </ul>	<ul style="list-style-type: none"> <li>• Reports on Implemented Learnings</li> <li>• Delegation Exercise</li> <li>• Team Map Exercise</li> <li>• Delegation Practice Exercise</li> </ul>

# Leadership Training for Results:

## Unleash Talent in Others™

### Module 6: Leading Change: The People Side of Change

#### Learning Objectives:

- Describe how the Innovation Process Model outlines the steps a leader of change should take
- Identify techniques to move employees along the change reaction continuum toward acceptance
- Describe characteristics of the different orientations to change
- Respond effectively to statements of resistance about a proposed change

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Assumptions on Change</li> <li>• Communicating Change throughout the Innovation Process</li> <li>• Reactions to Change</li> <li>• Change Orientation</li> <li>• Handling Resistance</li> <li>• Change and Worry</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Storytelling: Balance in Change</li> <li>• Reactions to Change Activity</li> <li>• Handling Resistance Activity</li> </ul>

### Module 7: Acceptance Finding

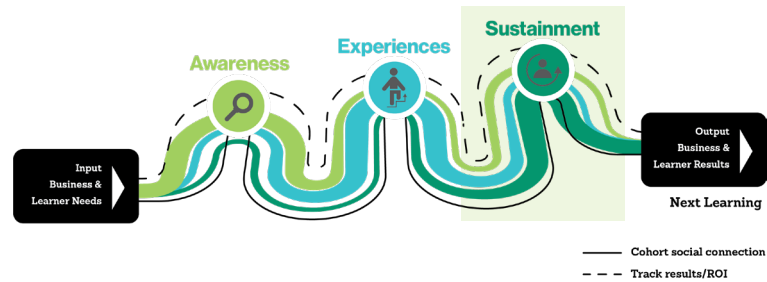
#### Learning Objectives:

- Continue to develop the Innovation Plan
- Identify critical considerations for change implementation
- Prepare to sell the Innovation Plan

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Acceptance Finding</li> <li>• Terminology Perceptions</li> <li>• Unleash Talent in Others</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance Finding Activity</li> <li>• Innovation Plan</li> <li>• Communicating During Change Activity</li> <li>• Drafting the Innovation Plan Activity</li> <li>• Engagement Commitment</li> </ul>

# Leadership Training for Results:

## Unleash Talent in Others™



## Virtual or In-Person Sustainment Session

### Learning Objectives:

- Identify and communicate the major benefits of the program
- Reflect on key concepts presented in the program
- Commit to continued development
- Explain the characteristics of an effective mentoring relationship

Topics	Activities and Assignments
<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>• Major Benefits Reports</li> <li>• Innovation Plan Updates</li> <li>• Commitment to Accountability</li> </ul>

### Leadership Tools

Throughout the classroom experience, participants develop Innovation Plans, Performance Results Descriptions, and Leadership Impact Plans. At the conclusion of program, each leader comes away with customized, practical tools for developing their competencies and putting their new leadership skills into action.

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