

HIGH PERFORMANCE LEADERSHIP - I™

The High Performance Leadership-I course is a customized, comprehensive, practical medium that produces leaders with the skills to carry your company into the 21st century. The course is targeted to leaders up through the manager level. It combines lectureries, experiential exercises, discussion, “home work” (practical application), materials and techniques to ensure skill development. A main feature is that the participants will see themselves through the eyes of their employees and their boss by using the Assessment of Basic Leader Effectiveness® (ABLE®). This allows participants to have their leader effectiveness measured on nine dimensions of leadership before the course, and again 90 days after completing the course.

Special Features

- Tailored to the client's organization
- Sequential, progressive & modular presentation
- Sessions scheduled to operational convenience
- In-depth, pre & post multi-rater leader assessments & feedback
- Additional custom modules may be added

Module 1-Basics of Leadership

Understanding the responsibilities and characteristics of effective leaders.

- Leader styles & appropriate uses
- Feedback on leader effectiveness (ABLE®)
- Developing others

Module 2-Leadership & Temperament

Understanding and dealing with our differences as well as our similarities can be difficult for leaders and their interpersonal relations.

- Personality & behavioral analysis
- Application of personality to leadership
- Personality style & its influence on interactions with others

Module 3-How Leaders Make Decisions

Effective leaders make sound and timely decisions both in the traditional and non-traditional (creative) manner.

- Techniques for effective decisionmaking
- Problemsolving techniques
- Establishing problemsolving teams

Module 4-Communicating Effectively

A fundamental skill essential for success is the ability to communicate effectively.

- Active listening
- Giving & receiving feedback
- Removing barriers to communication

Module 5 & 6-Time Management

There are 168 hours in a week. How effectively we prioritize, organize and delegate will determine how productive we are in the use of the time we have.

- Goal setting
- Meeting management
- Organizing & planning
- Effective delegation

Module 7-Values & Diversity

Effective leaders understand their personal value system and how values affect leader style, motivation and conflict. They recognize and respect differences in people.

- Understanding our personal value system
- Building on the strengths of others
- Recognizing how conflicts occur

Module 8-Conflict Resolution

The ability to recognize and resolve conflict is an essential skill for leaders to develop.

- Identifying positive & negative conflict resolution positions
- Effective conflict resolution strategies
- Reaching win-win

Module 9-Stress Management

Leaders need to have an understanding of what stress is, its sources and how to recognize it and cope with it.

- Identifying sources of stress in self & others
- Develop action plans for reducing stress
- Life habits to increase productivity & reduce stress

Module 10-Motivation

Implementing strategies to enhance employee motivation has a very significant affect on an organization's performance.

- Impact of management practices on motivation
- Techniques to create a motivational work climate
- Creating motivated employees

Module 11-Performance Counseling

Counseling employees in regard to performance is critical to their development and success.

- Clarifying expectations
- Setting performance goals
- Coaching & counseling techniques

Module 12-Team Development

Some say that leaders are only as good as the teams they lead. Building a team that reflects productivity, cohesion and efficiency is a true leadership skill.

- Stages of team development
- Maximizing team performance
- Establishing plans for moving teams into their high performance zone

Follow-up

Ninety days after completing the modules, a reassessment of the leader effectiveness of the participant will be made utilizing the ABLE®. The participants will reconvene and identify their successes in utilizing the leadership tools taught in the course. A plan of action will then be developed to insure continued growth and development.



**High
Performing
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