

## Self-Leadership

### One-Day Program Outline

The focus of this session is how to improve individual effectiveness. If one is to successfully lead another person, it is important to develop the proper foundational skills. ***This highly interactive program is designed to provide the necessary insights to assist leaders in their journey of personal reflection and self-development.*** It will provide the tools and opportunities to practice and ensure skills are properly learned and applied.

#### **Module #1: Differentiating Between Managing and Leading**

The first lesson of leading leadership is learning when to lead and when to manage. There is a tremendous difference between the two concepts. They are both required to affectively achieve results. A manager must learn to lead, and a leader must learn when to manage. This module will create the foundation for understanding the differences between the two approaches. It will also provide detail guidance of when to use each approach.

By the conclusion of this module, participants will be able to:

- Define managing and leading, and understand the key responsibilities comprise each approach.
- Understand when to manage and when to lead.
- List the behaviors of an effective manager and leader.
- Understand the percentage of time with which they should focus on managing versus leading.
- Gain an understanding of the transactional nature of managing and transformational nature of leading.

#### **Module #2: Effectively Managing Time, Priorities, and Making Good Decisions**

Time is the only resource that is equally divided among every one. All of us are provided 168 hours, or 10,080 minutes, which works out to 604,800 seconds each week. How much we are able to accomplish in this time depends on the processes we use to make decisions. You cannot manage time. You must learn to manage yourself, in relation to the time you are provided. Effective time management is less about managing time, and more about learning to make good decisions, about how your time is spent.

By the conclusion of this module, participants will learn:

- The four levels of time management, and how to leverage levels 3 and 4.
- How to use the Priority Matrix to assist with decision making.
- The R.O.I. they receive from focusing their efforts in the different quadrants.
- How to organize and plan a typical day, week, or month.
- How to use 5 innovative tools to assist with problem solving and making better decision.

### **Module #3: Understanding Different Communication Styles and Personality Types**

The importance of understanding one's own communication and personality styles is a key component of becoming an effective leader. It's not enough just to understand your personal style, but you must learn how to understand and adjust to the styles of others. There are a myriad of instruments available to facilitate this process. Most trace their origins to the work of Swiss psychiatrist, Carl Jung. While most have a lot in common, what's important is the understanding that their use is to help you understand yourself, and how your behaviors impact others.

By the conclusion of this session, participants will be able to:

- Demonstrate a thorough understanding of the four major behavioral patterns.
- Understand their personal patterns and explain the effects they may have on others.
- Identify techniques to flex their personal patterns and adjust to the styles of others.
- Demonstrate situational awareness when communicating with others to improve interpersonal relationships.

### **Module #4: Achieving Results through Goal Setting**

While it may seem basic, setting goals is a key foundation for individual, effectiveness, and success. Knowing where you are, where you need to go, and how to get from here to there, is a simple, yet effective way of framing this topic. The purpose of setting goals is to help you achieve measurable and worthwhile results.

By the end of this module, participants will learn how to:

- Clarify and understand where their contributions are relative to other department members.
- Clearly articulate where they need to go in order to add value to the team.
- Understand creative ways to isolate the gaps, between where they are where they need to be.
- Utilize the S.M.A.R.T. goal setting tool to bridge the distance between, where they are, and where they'd like to be.
- Identify personal motivators that will keep them inspired as their journey progresses.

