



Technical Foundations and Effectiveness Leadership Workshop

40 Hours, Optimum class size: 3-5 Students

Training Description:

This comprehensive 5-week leadership training program integrates Leadership Foundations and Technical Leadership Effectiveness to equip managers and executives with a powerful skillset that enhances their overall effectiveness and organizational impact. Delivered through a combination of online modules and self-paced activities, participants will engage in group discussions, targeted trainings, and interactive Q&A sessions.

Learning Objectives:

1. Time Management and Stress Reduction
 - Organize daily workloads and reduce stress through predictive scheduling and the elimination of administrative process waste.
 - Develop specificity and simplicity in goal setting for focused, purposeful objectives.
2. Leadership and Team Empowerment
 - Navigate turmoil, push-back, and pressure while maintaining progress on the mission and team goals.
 - Structure teams for high performance and efficient output without micromanaging, excessive reporting, and redundancy.
3. Effective Leadership Execution
 - Run efficient meetings and foster outcome-driven decision-making methodologies.
 - Develop strategic micro-planning techniques to align individual targets with team and company priorities.
 - Master the art of delegation through task assignment based on team member strengths, fostering team member development, and structured decision-making.
4. Optimized Organizational Impact
 - Implement efficient project planning and execution strategies, incorporating short-range and long-range planning with effective communication and team alignment.
 - Apply Plan-Do-Check-Act improvement cycles, conducting small, rapid experiments for continuous improvement in a leadership role.

Participants complete a Personal Leadership Mission Statement, a Leadership Planning Activity, and a Future-Focused Objectives Roadmap. They complete Weekly Progress Assessments, and learn to implement continuous improvement leadership procedures, time-saving strategies, and delegation processes. Weekly online training sessions will provide procedures, methods, and examples, and virtual group training sessions will include Q&A and self-assessment reviews.

This integrated course teaches middle and senior managers and executives how to make significant contributions to long-term success, lead with confidence, foster team development, and drive positive change within their organizations. It is ideal for those who want to communicate with greater energy and impact while optimizing their time, minimizing stress, and advancing their leadership presence.



Agenda:

Week 1: Time and Stress Freedom

Time: 8 hours

- Students will learn strategies to reduce interruptions, set boundaries with their teams, and reclaim multiple hours of daily lost productivity. They will learn how to leverage goal setting and game planning to eliminate administrative waste and reduce stress levels.

Week 2: Habits of Effective Leaders

Time: 8 hours

- Students will learn how to navigate turmoil within a team, restructure teams for greater performance, reduce excessive reports, updates, and emails, and maintain progress on critical tasks without micromanaging.

Week 3: Balance and Efficiency

Time: 8 hours

- Students will learn how to create predictive scheduling to balance their own weekly workload with their leadership responsibilities and personal commitments. They will learn how to structure meetings and projects to significantly reduce the time required and prevent scope creep.

Week 4: Productivity Mastery

Time: 8 hours

- Students will learn prioritization and delegation techniques that increase the energy and focus of their teams, and how to use structured decision making to develop employee skills and self-sufficiency, while improving their own leadership presence.

Week 5: Big-Picture Leadership

Time: 8 hours

- Students will learn how to develop long-range planning to align their team's actions with the big-picture vision and goal, and develop milestones that inspire and pull everyone forward. They will learn how to use Plan-Do-Check-Act to stay on course and continuously improve their leadership skills.