



4 DISCIPLINES OF LEADERSHIP

Enable leaders to mobilize their team members toward common goals

COURSE OVERVIEW

Organizations are only as successful as their leaders. Some people say that leaders are born, others say that leaders are made. Regardless of your point of view, the transition from individual contributor to leader is pivotal. Complex challenges, increased workload and doing more with less have all changed the face of leadership.

To be effective, leaders must consistently display certain skill sets and behaviors. Although leadership skills may come naturally to some they can also be developed through awareness and practice.

A blend of theory and hands-on activities, 4 Ds course is designed to guide new leaders step by step to plan and execute leadership routines that translate into established and effective habits.

D1: Determine the Direction: The company's vision, mission and values are the core of a strong organization. But how do these translate to the individual contributor? How do goals cascade from the top down to become a driving force for achieving desired company outcomes? *Determine the Direction* focuses on critical factors for goal alignment and achievement.

D2: Deliver the Message: Information is useless without context and relativity. *Deliver the Message* focuses on translating communications into relevant messages that spark engagement and initiate action. Communication is also a 2-way street: to understand through listening and to be understood through effective and meaningful messages.

D3: Delegate the Tasks: Quite simply, executives and managers who delegate are more successful than those who don't. Not only does delegating free up time and allow you to achieve more, it's also a valuable way to motivate and develop employees. So if you catch yourself saying, "it's easier if I just do it myself" – think again. But how? *Delegate the Tasks* provides a clear, straightforward guide you can use to help determine the tasks employees can handle, set clear expectations and guide them to success.

D4: Discuss the Progress: The development of people is a contact sport. Leadership is a relationship, not between the coach and the "coachee," but between the leader and the colleague to process information that defines and solves problems. *Discuss the Progress* focuses on the leadership process that occurs over time through discussions, collaboration on action plans, and follow-up to make a positive difference.

COURSE OBJECTIVES

Determine the Direction

- Align goals with vision, mission and strategic objectives
- Ensure goals are SMART
- Collaborate to set team goals

Deliver the Message

- Interpret and communicate messages
- Inspire and energize employees
- Solicit input
- Actively listen

Delegate the Tasks

- Identify what to delegate
- Assess team member interpersonal factors and skill sets
- Perform planning strategies to increase the chances of successful delegation
- Develop a communication plan to take a task from abstract to action

Discuss the Progress

- Prepare for the coaching session
- Discuss the situation
- Solve and collaborate to create an action plan
- Follow up on the action plan

WHO SHOULD ATTEND

This course is best suited for:

- New leaders
- Leaders who want to improve skill sets

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