Real-Life
Leadership ™

"Lead" is an action verb. Leaders of people are those that do the things of leadership every day.
Not all leaders, lead.

Real-Life Leadership™ is an innovative and effective program designed to equip people to lead others in practical, real-life ways. Research shows that multi-day, marathon training sessions do NOT result in knowledge transfer or lasting change. Real-Life Leadership™ utilizes succinct, practical, and applicable shorter training experiences that are built with adult-learning and brain science techniques for better knowledge transfer and behavioral change.

This program develops a leadership *mindset* and *skill set*. The recipe for success is one-part leadership training, one-part practical application, one-part coaching, and one-part accountability.

Prior to each 120 minute *equipping* workshop, a bit of pre-work is required including the viewing of a 10-minute content video and completion of a video worksheet. Following each workshop, participants receive "drip irrigation" reinforcement messages via email or text, and are asked to briefly share key learning points with their teams and their supervisors.

The program progresses by meeting monthly for ten months, each time pausing first to reflect on previous modules and key learning points.

Leadership

*"Encouraging, equipping, and expecting leaders to **really lead** is the only way to create a healthy culture filled with happy, motivated, loyal employees."*

Jeff DeWolf
Founder of Wolf Prairie

Following the tenth workshop, participants gather for a wrap-up reception together with their direct managers and invited organizational executives. In this powerful session, testimonies are shared and commitments are made to move forward leading in real-life ways.

Real-Life Leadership™

Module 1: Omni-Dimensional Leadership

Summary: Before any real training and development can take place, a person must see the need and believe in its importance. In this session, we focus on the true nature of leadership. Emphasis is placed on describing the heart of the leader, the sacrifice required, and establishing a foundation upon which to equip leaders with the day-to-day skills necessary for effective leadership at any level. This session also starts the process of growth through self-awareness using a specialized leadership-oriented DiSC® personality assessment.

Pre-Work: Online completion of *The 8 Dimensions of Leadership*™ assessment; view short video on "Omni-Dimensional" leadership.

Learning Objectives:
- Understand the concept of "Omni-Dimensional" leadership and explore its importance of well-rounded, effective leadership.
- Review *The 8 Dimensions of Leadership* Assessment results.

Post-Work: Reading the applicable chapters of *The 8 Dimensions of Leadership*; share module highlights with manager and with team.

Module 2: Owning Time

Summary: Time is the most precious resource we have. We all have the same number of hours in the day. How those hours are spent will result in success or failure. Unless leaders take ownership of their time, it's difficult to accomplish all that is expected in their role. This learning module focuses on creating the "margin" necessary to perform the role of leader. By learning key personal time management and planning strategies, we equip the leader to make the most of his or her most precious resource.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and believe in the importance of the disciplined protection and ownership of available time.
- Learn the principles and techniques for setting aside time to plan and prioritize daily and weekly objectives.
- Learn simple tactics for note taking, action item documentation, and to do list creation.
- Learn effective ways to control meetings and make them more effective.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

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Module 3: Understanding People

Summary: Using Everything DiSC® and adaptive leadership principles, this module equips leaders to understand both their own priorities and tendencies, as well as how to assess those of their people. This module discusses how to adjust leadership style to match the needs, abilities, and readiness of individual team members.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and agree with the need to customize leadership approaches based on the personality type, capabilities, and readiness of team members.
- How to assess the personality types of each team member, and the associated priorities, fears, needs, and strengths.
- How to use a basic "readiness assessment" to adjust day-to-day management based on the maturity and motivation of individual team members.
- Gain additional self-awareness regarding personal leadership style, priorities, and tendencies.

Post-work: Categorize each direct report; view "drip" messages to reinforce content; share module highlights with manager and with team.

Module 4: Charting the Course

Summary: In the confusion of daily work life, a key task of leaders is to create clarity about what is most important. "Charting the Course" addresses the leadership requirement to provide a vision, set priorities, and establish goals. Whether a first line supervisor or senior executive, charting the course is required to ensure the team is focused on the right objectives and free of conflicting priorities and stressful uncertainty. This module teaches how to create a simple vision and strategic plan, aligning it with organizational objectives, and communicating it effectively.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand the importance and purpose of taking time to "chart the course."
- Learn the basics of vision setting and strategic planning.
- Learn how to ensure alignment with larger organizational priorities.
- Learn how to get buy-in, and effectively communicate a plan.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

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Module 5: Selecting People

Summary: Most supervisors, managers, and leaders are directly involved in the interviewing and selection of people for their teams. Few things are more important than selecting the right candidate for an opening. Failure to do this inevitably results in performance and culture problems later. This module equips leaders with the best practices for interviewing, evaluating, and selecting team members. It also addresses the legal implications associated with hiring to avoid inappropriate questions and actions leading to employment liability.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and believe why great care is warranted in the selection and hiring process.
- Learn effective interviewing and assessment techniques.
- Learn how to review candidate qualifications and assess intangibles and culture fit.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

Module 6: Getting Stuff Done

Summary: For leaders to be successful, they must be adept at distributing work, assigning tasks, and maximizing the productivity of the team. This module addresses the need of every supervisor, manager, and leader to get things done through his or her assigned team. It focuses on empowering others through effective delegation and follow-up to accomplish goals through people without micromanagement.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and agree with the importance of proper and intentional empowerment through delegation and follow-up.
- Learn how to conduct a delegation meeting focusing on the two "Ds" of Details and Dialogue.
- Learn how to effectively debrief, follow-up, and review.
- Grasp the common pitfalls of delegation including perfectionism, over-control, and under-control.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

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Module 7: Maximizing Results

Summary: The ability to "maximize results" is a fundamental element of any supervisory position. A core responsibility of leadership is to get things done effectively and efficiently through the people on the team. This module addresses performance management through setting expectations, providing corrective feedback, and reinforcing strong efforts.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand why maximizing results is a critical skill and responsibility of leadership.
- Learn how to establish a culture of coaching to set the table for honest feedback and dialogue.
- Learn how to have the negative feedback discussion.
- Learn how to reinforce good performance through positive recognition.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

Module 8: Getting Change to Stick

Summary: It has been said that the only constant in life is change. This applies to the workplace as well. Change is a necessary element of any organization as it responds to evolving customer requirements, competitive pressures, and economic challenges. Leaders at all levels must first embrace change, and then ensure that changes are implemented and accepted by their teams. This module teaches a simple change management approach to help ensure change sticks.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and agree that all changes require proactive management to minimize unnecessary resistance and implementation difficulties.
- Learn about the five key roles of managers in the change process.
- Learn how to use a simple Unfreeze-Change-Refreeze model of change management in daily work life.
- Learn how to recognize and address resistance to change on a team.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

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Module 9: Embracing Conflict

Summary: Very few things are more destructive to a culture and work environment than emotionally charged, interpersonal conflict. This module stresses the risks of poorly managed conflict and the leader's role in monitoring and addressing conflict in him or herself and the workplace. It provides a basic process and tips for effectively resolving conflict between employees, between teams, and conflict involving the leader directly.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and believe why addressing and embracing conflict is an important responsibility of a leader.
- Understand the physiological response to conflict and how to normalize emotions.
- Learn six tips for effective intervention and mediation of conflict between team members.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

Module 10: Developing People

Summary: A very important role of supervisors is to ensure the growth and well-being of their people. This looks different for everyone, but the need for personal and professional growth is a fundamental human need. This module instructs leaders how to look at development holistically with a focus on performance, professional, and personal development. It focuses on a leader-as-coach model for maximum results.

Pre-work: View content video; complete video worksheet.

Learning Objectives:
- Understand and believe in the importance of creating an environment of learning and growth on a team.
- Learn to assess growth appetite, and consider performance, professional, and personal growth priorities.
- Learn to provide growth opportunities without formal promotions or large training budgets.

Post-work: View "drip" messages to reinforce content; share module highlights with manager and with team.

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Final Session and Reception: Integrating the Leadership Mindset

Summary: Assuming the mantel of leadership at any level is a serious decision and requires commitment and sacrifice. This final session stresses the need for *integrated character* that balances results with relationships. It reviews the elements of strong leadership, the key behaviors of a real leader, and asks for a commitment from participants to work actively in and among their people.

Invitees: To create further accountability, managers of participants and organizational executives are invited to attend this reception to hear the key insights shared by participants and extend support for their continued growth as leaders.

Pre-work: Prepare to share 1-2 key leadership insights gained through the program.

Learning Objectives:
- Understand and commit to the mindset, skills, and tasks of real-life leadership.
- Review the need for integrated character that can withstand the demands of leading by balancing results with relationships.

Post-work: Lead.