

LEADERSHIP “BOOTCAMP”



Leadership “BootCamp” is a public, 5 month leadership development program combining **interactive group training** with **individual 1:1 coaching** that elevates leadership competencies for existing and emerging leaders.

Leaders elevate their ability to:

- *Understand and maximize their “leadership DNA”*
 - *Increase individual & team accountability*
 - *More effectively plan & manage time*
 - *Improve employee engagement & motivation*
 - *Coach employees for improved performance*
 - *Improve communication & listening skills*
- *Experience more confidence & less stress in leading their team*

Leadership BootCamp includes:

- **ProfileXT Assessment** ~ *measuring thinking style, personality & behavior traits and occupational interests*
- 6 (1 hour) one-on-one coaching sessions for each participant
- 5 (4 hour) group coaching / training sessions in a roundtable setting with professionals from other companies
- 7 Leadership Edge modules / workbooks
- 3 (1 hour) meetings with each participant’s direct supervisor (an initial goal setting meeting, a debrief of PXT assessment results, and an end of program follow-up meeting)

MONTH 1

Kick-off w/PXT Debrief & Responsibility of a Leader

- Good and Bad Bosses
- The 5 Roles of a Leader
- Success and Motivation
- Influencing Behavior
- Understanding the 21st Century Worker
- Leadership Self-Assessment
- Review of the ProfileXT Results

Results:

- Participants “buy-in” to the development program recognizing that coaching / training should result in behavior change and that they are responsible for implementing one change from each session
- Leaders learn to recognize their responsibility for the performance of their team and are able to compare their leadership style differences to those of others

MONTH 2

Planning for Success, Managing Tasks & Responsibilities

- Casting the Vision, Mission with Goals & Objectives
- Developing Plans to Accomplish Goals
- Improving Planning Skills
- Conducting a Departmental SWOT
- Priorities and Time Management
- Time Robbers – Dealing with Time Wasters
- Overcoming Procrastination
- Developing Delegation Skills

Results:

- Using the tools provided, leaders go through and learn to facilitate a strategic planning process with their department
- Leaders identify “high pay-off” activities and, through the process of analyzing their time, begin to delegate and manage their time more effectively

MONTH 3

Understanding Human Behavior & Motivating People

- Self Image and Success
- Understanding Motivational Needs
- Employee Requirements and Motivation
- Understanding Personality & Values Differences
- Motivation in Sports
- If You Can’t Measure It, You Can’t Manage It

Results:

- Through a values exercise that is later implemented with their staff, leaders begin flexing their communication and management style to the needs of their staff
- Leaders learn the different motivation styles of their people, practice the 3 step formula for giving positive feedback and develop a “motivation plan” for each direct report recognizing their individual goals and “needs”

MONTH 4

Coaching for Improvement

- Influence versus Authority
- Diagnosing & Addressing Performance Issues
- The Difference Between Coaching and Counseling
- Coaching and the Performance Review
- Knowing What to Evaluate and Measure

Results:

- Leaders will learn when, how, and why to coach employees for performance. By role playing new coaching techniques in a variety of situations, leaders will become more confident and skilled.
- Leaders will learn and practice the 5 step formula for giving negative feedback that supports employee performance while also effectively holding them accountable.

MONTH 5

Communicating for Results

- What is Effective Communication
- The Problem with Communication
- Communication Blockers
- The Communication Process
- Communication Methods and Strategy
- Listening to Others
- Fostering Open Communication

Leaders will learn:

- Various methods for communicating in the workplace
- Select and implement a strategy for fixing their top three communication challenges that exist in their department
- How people communicate through body language
- How to listen so that employees feel heard

SCHEDULE & VENUE

Group training sessions will be from **8:30 a.m.–12:30 p.m.** at the **Jackson Chamber** (197 Auditorium Street, Jackson, TN 38301) on the following dates:

Month 1 ~ Friday, August 11th

Month 2 ~ Friday, September 8th

Month 3 ~ Friday, October 13th

Month 4 ~ Friday, November 17th

Month 5 ~ Friday, December 8th

Light breakfast items, coffee and juice will be provided.

Monthly, individual coaching sessions are scheduled separately with each participant.