



Leadership Development Program for Key Individual Contributors

“A Leader creates his or her own future and drives the future of an organization.”

There is an over abundance of managers and a huge lack of leaders. This situation clearly has a negative impact on an organization’s ability to grow and compete.

A leader combines the vision and curiosity of a dreamer with the practical engineering of a builder. A leader is goal directed, looking forward with anticipation toward the attainment of measurable outcome goals. A leader is a person who sets goals and achieves results. Goals give an effective leader meaning and purpose and serve as a continuous source of motivation in pursuit of organizational and individual success.

While many books have been written about leadership, it remains for many a misunderstood and elusive quality. The capacity for leadership exists in everyone, but most people never take the time to develop it. Leadership is determination, courage, confidence and the ability to get results!

Positive leadership assumes that goals can be accomplished, the job can be done, the problem can be solved and the obstacles will be overcome. A leader creates his or her future and drives the future success of an organization.

The Process

This Leadership Development process is structured, open-ended pragmatic approach to leadership growth. It is a process designed to help individuals develop the attitudes, skills and qualities necessary for personal and organizational leadership.

Three Essential Elements

- 1. Attitude Development:** In order to create an environment of positive attitudes and possibility thinking, it is important for a leader to understand where and how attitudes are formed and how those attitudes can be changed.
- 2. Interpersonal Skills:** Much of what a leader is involved in, and therefore accomplishes, involves other people. To be effective in this continuous challenge, it is important to learn, understand and use interpersonal skills effectively.
- 3. Goal Setting:** Leadership, among other things, is the process of providing organizational direction and accomplishing necessary objectives. The goal accomplishment model provides the tools and process necessary to achieve more goals, more often, in order to maximize results and outcomes.



Critical Issues Covered within this Process

- Leadership and You
- Tapping your Hidden Potential
- Motivation
- Behavior and Conditioning
- Attitude Development
- Personal and Organizational Goal Setting
- Roadblocks to Success
- Creative Power and Visualization
- Managing your Time
- Communication
- Delegation
- Decision Making and Problem Solving

The Results and Measurable

- Being More in Control of Your Future
- Increased Revenue
- Increased Profitability
- More Personal Time and Freedom
- A Clear, Focused Direction
- Enhanced Leadership Ability
- Results-Oriented Attitudes
- Developing Your Team
- Creating a Vision for Personal Direction and Decision Making

Leadership Development Process and Deliverables

Target Audience: Individual Contributors, Staff, Project Managers and 1st level Supervisors

Deliverable	Details
Ten (10) Development sessions	8-12 participants meet weekly for 10 weeks. Each session will be approximately 2 - 3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session. Goals will link to the organizations vision, values and strategic mission.
Three (3) Follow-up sessions	The group will meet once monthly for three months following the last development session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.



Deliverable	Details
<p>Course Materials Three Ring Binders with your company logo.</p>	<p>Twelve chapters of program content in audio and text format enables the participants to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <ol style="list-style-type: none"> 1. You Possess the Ability to Lead 2. Preparation for Leadership 3. A Product of the Past 4. Understanding and Affirming Your "Self" 5. Goal Setting for Success 6. Building Success Attitudes and Habits 7. Turning Solutions into Actions 8. Managing Your Time 9. Communication and Human Relations 10. Motivation 11. Decision Making and Problem Solving 12. Continuing Your Leadership Growth
<p>Course Materials Action Plan Three Ring Binders with your company logo.</p>	<p>Self and Organizational Evaluation Sections include:</p> <ul style="list-style-type: none"> • Dream Inventory • Mental Development • Social Development • Physical Development • Financial/Career Development • Family Life Development • Ethics and Beliefs Development • Setting Goals and Establishing Priorities • Goal Planning Sheets • Organizational Goals Program • Productivity • Time Management • Goals Summary Sheets • Goals Accomplished
<p>Three (3) 1-on-1 Coaching Sessions</p>	<p>Participants will receive one-on-one coaching to help them with specific applications issues and review assessment data. Each person receives three hours of coaching.</p>
<p>Concept Application Through Goal Setting</p>	<p>The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.</p>



Deliverable	Details
Productivity Assessment	The group will analyze current productivity followed by measurable goal setting.
Self-Concept Profile	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Personal Vision	Each participant will develop a vivid mental picture of his/her future direction.
Time Management Analysis	Each participant will analyze his/her personal time management ability followed by goal setting where improvement is needed.
Communication Assessment	The group will discuss the current communication “state” and its impact on others.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.
Attribute Index	The Attribute Index allows participants to discover What natural talents they possess.
Values Index	The Values Index allows participants to understand Why they are motivated to use those natural talents.
DISC Index	The DISC Index allows participants to understand How they like to use those natural talents.

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