



Leadership Development Program Outline: Level 1

The program uses a mix of group and one-to-one coaching sessions to help individuals grow in their personal or self-leadership. Participants may take assessments, read articles, and/or watch videos as preparation for each session. Sessions include a mix of facilitated discussion, partner work, and sharing of concepts. At the conclusion of each session, participants are asked to share an action they can put into practice to apply their learning. Actions are reviewed at the beginning of the next session. Participants learn and build skills, in addition to building their network with other industry peers.

Kick-off: Intro meeting to review program expectations, meet the facilitator and participants, receive first assignments (90 minutes – in-person mixer)

Individual Coaching 1: Debrief with coach on Personometrics assessment, discuss additional topics as needed, set goals (90 minutes)

The Personometrics self-assessment profile is a behavioral assessment that provides a system of descriptions of 47 “organizational” behavior choices which most affect job performance. The assessment offers a rapid evaluation of overall high-performance strengths and/or concerns for a particular organizational role; preferred management and subordinate styles, both in normal situations and under pressure; individual decision-making tendencies; motivational factors; and performance characteristics that affect an individual's personal, interpersonal and performance attitudes.

Group Session 1: Time management and self-management. (3 hours)

This session explores concepts related to managing yourself well including:

- Concepts from *7 Habits of Highly Effective People* helping participants recognize that they can be proactive in choosing their response in any situation and that having a plan first will help them prioritize the right things at work and in life.
- Share tools to help them plan (weekly planning, categorizing tasks into categories, prioritizing the top 3 weekly/daily).
- Consider other factors that influence your ability to manage yourself effectively, including energy and focus.
- Industry guest speaker to share their own leadership journey with specific framing to this topic.

Group Session 2: Emotional intelligence and communication (3 hours)

This session explores concepts related to building emotional intelligence, communication styles, and conflict navigation, including the following objectives:

- Understand the four aspects of emotional intelligence, including self-awareness, self-management, social awareness, and relationship management.
- Learn ways to develop emotional intelligence and how it impacts career growth.
- Understand communication styles, using an assessment tool.
- Review differences in healthy and stressed communication, in consideration of the individuals own communication style identified.

- Industry guest speaker to share their own leadership journey with specific framing to this topic.

Individual Coaching 2: Review goal progress, discuss additional topics as needed (60 minutes)

Group Session 3: Getting what you need from others (your boss, peers, subs, vendors, etc.) (3 hours)

This session explores concepts related to building influence with others, including:

- Understanding the different types of influence (formal and informal)
- Explore ways to grow the different types of influence.
- Apply concepts to influencing a situation, including power dynamics.
- Conduct a power audit to determine areas to build trust/influence.
- Industry guest speaker to share their own leadership journey with specific framing to this topic.

Celebration at the conclusion of Session 3, inviting managers and program speakers. (60 minutes)

Individual Coaching 3: Review goal progress, confirm next steps in personal development plan, discuss additional topics as needed (60 minutes)

Cohort size: 10-14 participants

Fee: \$1,975 per participant (\$300 scholarship available from AGC)