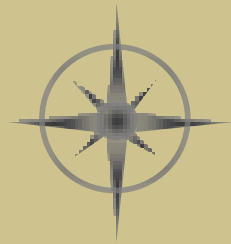


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Organizational Effectiveness Consulting



Helping you achieve business and personal success

Fact Sheet: *The Leadership Institute*

Quick View

Leaders grow over time. Leaders learn from each other. And, leaders learn through experience. **The Leadership Institute** incorporates these principles by combining classroom learning, readings, coaching, personal development planning, and special projects in a twelve-month program to grow the leaders of your firm.

Participants meet once each quarter for a one and one-half day workshop. Then, they complete a Personal Development Plan with specific goals and action plans for the development of key skills and knowledge areas. The Plan is reviewed with an "internal coach" to ensure support and alignment with the organization's expectations, and is then used in a one-on-one call with an external coach. Finally, participants work in small teams on real-world business initiatives in their firm to apply the leadership and management principles they are learning.



Participant Profile

The Leadership Institute is appropriate for current or emerging leaders with less than ten years of experience in a leadership role. A mix of experience levels enhances the learning process. An ideal group would include experienced managers or supervisors, new supervisors or team leaders, and high-potential employees who will take on a leadership role within one year.

Workshop One: *Leadership and Self*

Day One

- The meaning of leadership
- Leadership styles assessment
- Behavior and communication styles assessment
- Emotional intelligence

Day Two

- Priorities, goals, and self-management
- Reading assignment
- *Personal Development Plan: Self-awareness goals*

Internal Coach: Alignment and progress check

External Coach: Coaching call

Workshop Two: *Leadership and Relationships*

Day One

- Communication skills
- Adjusting behavior and communication styles
- Conflict management

Day Two

- Building trust in relationships
- Personal and professional networking
- *Personal Development Plan: Relationship goals*

Internal Coach: Alignment and progress check

External Coach: Coaching call

Workshop Three: *Leadership and the Business*

Day One

- Strategic and tactical planning
- Staffing: selecting and assimilating top performers
- Managing performance: expectations and feedback

Day Two

- Decision making and problem solving
- Mapping and improving processes
- Reading assignment
- *Personal Development Plan: Team process improvement project*

Internal Coach: Alignment and progress check

External Coach: Coaching call

Workshop Four: *Leadership and Commitment*

Day One

- Understanding values, culture, and climate
- Increasing employee engagement
- Building organizational trust
- Leading and implementing change

Day Two

- Developing others
- *Personal Development Plan: Long-term growth goals*