

BASIC Leadership Literacy Workshop

Making An Effective Transition From An Individual Contributor To A Leadership Role

A one-day workshop specifically targeted to individual contributors presently in, or moving to, a leadership role. Learn how to better value, understand, and apply the BASICS of leadership.

This workshop is specifically designed for individual contributors:

- Accountants, actuaries, claims reps, underwriters, programmers, systems analysts, engineers, human resource specialists, etc. – professionals who originally qualified for their jobs predominately because of their specialized technical skills.

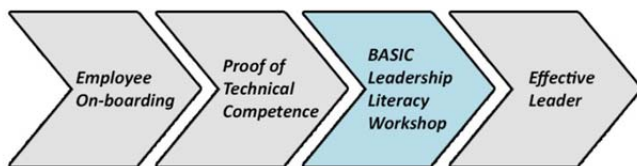


This workshop will help participants:

- Make the best possible transition from a individual contributor role to a leadership role;
- Realize the characteristics and skills which helped them succeed in an individual contributor role may significantly hinder their chances for maximum success as a leader;
- Understand that in order to maximize their chances of success as a leader, they have to “give up” some previously important things to more fully and effectively enter a leadership role; and
- Balance their appreciation and application of leadership skills to be the most effective leader they can be.

The BASIC Leadership Literacy Workshop delivers an immediate and lasting impact on your new leader success rate. Here's where this program fits into what you're already doing.

Moving From Individual Contributor To Effective Leader



Can be customized to incorporate your organization's theme, vision and language.

Conducted by facilitators with over 35 years of effective leadership experience.

For more details and video samples see www.BasicRelationships.com.

More details on reverse side

For more information contact

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BASIC Leadership Literacy Workshop Summary

This one-day workshop consists of three parts:

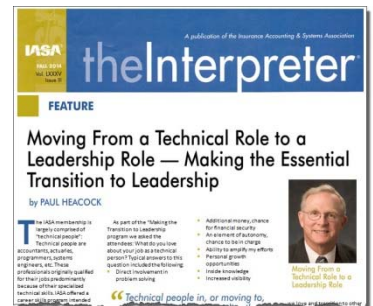


Part 1 – Leading Yourself – *The first person you must learn to lead is yourself.*

- BASIC Leadership Strategy
 - Understand Behavior and Keeping Your Balance
 - Begin Each Circumstance Anew
 - Be Situational
 - Watch the “I”
 - Practice Communication, Care and Commonsense

Part 2 – Making an Effective Transition to Leadership – *Valuing your role as a leader.*

- Interactive discussion of:
 - What did you love about your job as an individual contributor?
 - What were the payoffs for going into leadership?
 - Do you gain enough (payoffs) to offset the give ups (what you loved)?
- Making the essential transition to leadership.
- Satisfaction Adjustment Cycle – handling change.
- Value and motivation shifts required to be an effective leader.
- Skills of individual contributors in a leadership role.
- Three steps to address vulnerabilities.
- Three most common reasons people fail to cross the leadership threshold.



Part 3 – Specific Leadership Skill Discussions – *Your leadership challenges.*

- Anonymous polling of workshop attendees to surface specific areas of leadership skill concerns.
- Facilitation of an Affinity Diagram exercise with workshop attendees to further identify leadership subjects that the workshop attendees want to discuss.
- Interactive leadership skills discussion between attendees and the facilitators. Subjects covered typically come from the following:



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|----------------------------|-------------------------------|
| ▪ Change Management | ▪ Office Politics |
| ▪ Decision Making | ▪ Perfectionism |
| ▪ Delegation | ▪ Procrastination |
| ▪ Execution | ▪ Process Improvement |
| ▪ Leadership – 7 Behaviors | ▪ Relationships |
| ▪ Feedback | ▪ Rewards |
| ▪ Goals | ▪ Six Hat (Critical) Thinking |
| ▪ Listening | ▪ Time Management |
| ▪ Motivating Others | ▪ Types of Power |

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