

EXECUTIVE LEADERSHIP TEXT OUTLINE

THE CHALLENGE

- Core Values
- How to Work With Core Values

CREATING THE BEST CULTURE

- Alignment
- Change
- Leading During Times of Change
- Resistance to Organizational Change

STRATEGIC LEADERSHIP

- The Nine Roles (as developed by DDI)
- Visionary Leadership
- Vision
- Communicating the Vision
- Transformational Leadership
- The Leader as a Coach
- The Leader as a Mentor
- The Leader as a Director
- Understanding Human Potential

LEADERSHIP COMMUNICATIONS

- Being Believable
- Connecting
- Active Listening
- Successful Feedback
- Barriers to Feedback
- Non-Verbal Communication

A GOAL ACHIEVING SYSTEM

- Creating Balance
- Personal Goal Achievement
- The Principles of a Successful Goal Achievement Plan
- Different Types of Goals

TURNING GOALS INTO SUSTAINED SUCCESS

- Effective Planning
- A Solution for Every Obstacle
- Self-Motivation and the Courage to Act
- Strategies for Positive Growth

EXECUTIVE LEADERSHIP TEXT OUTLINE

COLLABORATING FOR RESULTS

- What is Collaboration?
- The Benefits of Collaboration
- Sharing for Common Goals
- Tools for Collaboration
- Rules for Collaboration
- The Three “C’s” of Collaboration

UNDERSTANDING BEHAVIOR AND WHAT MOTIVATES PEOPLE

- Early Conditioning
- The Attitude Factor
- Changing Attitudes
- Building Success Attitudes and Habits
- Learning from Mistakes
- Motivation

BUILDING TEAMS THROUGH PEAK PERFORMERS

- Developing Peak Performers
- Change Your Habits – Change Your Attitude – Change Your Thinking
- Leading People to High Performance
- When are Teams Appropriate?
- Why the Emphasis on Teams?
- Creating Winning Teams
- Team Competency
- Team Leadership
- Supporting Successful Teams
- The Important Next Step

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

INTRODUCTION TO PERSONAL ACHIEVEMENT

The Nature of Goal Setting
Your Action Plan—An Overview
Guidelines for Initial Goal Setting

DREAM INVENTORY

Introduction to Dream Inventory
Dream Inventory
Checkpoint

SELF-EVALUATION

The Total Person
Life Wheel

MENTAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Mental Strengths
“Where I Stand Now” Narrative
Goal Categories

SOCIAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Social Strengths
“Where I Stand Now” Narrative
Goal Categories

PHYSICAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Physical Strengths
“Where I Stand Now” Narrative
Goal Categories

FINANCIAL/CAREER DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Financial/Career Strengths
“Where I Stand Now” Narrative
Goal Categories

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

FAMILY LIFE DEVELOPMENT

- Self-Evaluation Questionnaire
- Past Achievements/Family Life Strengths
- “Where I Stand Now” Narrative
- Goal Categories

ETHICS AND BELIEFS DEVELOPMENT

- Self-Evaluation Questionnaire
- Past Achievements/Ethics and Beliefs Strengths
- “Where I Stand Now” Narrative
- Goal Categories

SETTING GOALS AND ESTABLISHING PRIORITIES

- Introduction
- Mental Development
- Social Development
- Physical Development
- Financial/Career Development
- Family Life Development
- Ethics and Beliefs Development
- Checkpoint

GOAL PLANNING SHEETS

- Instructions
- An Example
- Goal Planning Sheets
- Final Checkpoint

ORGANIZATIONAL GOALS PROGRAM

- Overall Organizational Goals
- Departmental/Divisional/Team Goals
- Position Description
 - Instructions
 - Worksheet

ORGANIZATIONAL EVALUATIONS

- Overall Organizational Evaluation Questionnaire
- Overall Leadership Evaluation Questionnaire
- Time Management Evaluation

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

ORGANIZATIONAL GOALS CATEGORIES

- Overall Organizational Goal Categories
- Overall Leadership Goal Categories
- Time Management Goal Categories

GOALS SUMMARY

- Instructions
- Goals Summary Sheets

GOALS ACCOMPLISHED

- Instructions
- Goals Accomplished Summary Sheets