

## Sample Deliverables – Team Leadership

DELIVERABLE	DETAILS															
Nine Development Sessions	The group of participants will meet weekly for nine 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.															
Follow-Up Options	The group will meet quarterly for the three quarters following the last session, or your facilitator can arrange coaching sessions with each participant. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions. Work with your facilitator on the follow-up option that will work best for your unique situation.															
Audio CD Series	<p>Twelve chapters of program content in audio form enables the participant 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> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Successful Team Leadership</td> <td style="width: 33%;">Preparation for Team Leadership</td> <td style="width: 33%;">Understanding and Affirming Your “Self”</td> </tr> <tr> <td>Goal Setting for Success</td> <td>Turning Solutions into Actions</td> <td>Organizational Goal Setting</td> </tr> <tr> <td>Managing Your Time</td> <td>Motivation and Confidence</td> <td>Building a Successful Team</td> </tr> <tr> <td>Creating and Managing Performance</td> <td>Employee Evaluation and Discipline</td> <td>Decision Making and Problem Solving</td> </tr> </table>	Successful Team Leadership	Preparation for Team Leadership	Understanding and Affirming Your “Self”	Goal Setting for Success	Turning Solutions into Actions	Organizational Goal Setting	Managing Your Time	Motivation and Confidence	Building a Successful Team	Creating and Managing Performance	Employee Evaluation and Discipline	Decision Making and Problem Solving			
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Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.															
Action Plan	<p>Self and Organizational Evaluation Sections include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Dream Inventory</td> <td style="width: 33%;">Mental Development</td> <td style="width: 33%;">Social Development</td> </tr> <tr> <td>Physical Development</td> <td>Financial/Career Development</td> <td>Family Life Development</td> </tr> <tr> <td>Ethics and Beliefs Development</td> <td>Setting Goals and Establishing Priorities</td> <td>Goal Planning Sheets</td> </tr> <tr> <td>Organizational Goals Program</td> <td>Productivity</td> <td>Time Management</td> </tr> <tr> <td>People Management</td> <td>Goals Summary Sheets</td> <td>Goals Accomplished</td> </tr> </table>	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	People Management	Goals Summary Sheets	Goals Accomplished
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Phone/Email Consultation	Participants within the group will have unlimited phone/email consultations with facilitator during the process.															

## Sample Deliverables – Team Leadership (cont.)

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Concept Application Through Goal Setting	The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.
Critical Issues	Each participant will identify three critical issues within the organization and develop comprehensive action steps for each issue.
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.
Management Skills Assessment	The group will analyze the current management skills level in the areas of: Productivity People Time This will be followed by measurable goal setting and action steps where improvement is needed.
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.