



# LEADING AT THE NEXT LEVEL

A Resource Geared At Providing Ongoing Support For Your Leadership Journey



While our live sessions are typically held from 5-6p EST on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, we know that just doesn't fit everyone's schedule. So here's a comprehensive list of each lesson we've provided in this **Leading At The Next Level** program since its inception in the 4<sup>th</sup> quarter of 2018. We welcome you to take advantage of these lessons as needed to help with your personal and professional leadership journey or to help with addressing issues that come up from time to time in our respective organizations.

As Approved Recertification Providers with the Society for Human Resource Management and the Human Resource Certification Institute, nearly every lesson in this program has been approved for continuing education credits. Credit approval for each lesson will be shown by listing the organization by the title.

Each lesson has also been approved through the Virginia Department of Labor to count toward the total number of required classroom hours for those enrolled in Registered Apprenticeship programs.

1. **Be Intentional** (approved for credit through SHRM and HRCI)
  - Growing professionally or personally doesn't just happen... If we're going to reach our true potential and make the positive impact we're truly capable of as leaders, we must become intentional about that growth!
2. **L.E.A.D.** (approved for credit through SHRM and HRCI)
  - Effective leaders understand the value of learning, experiencing, applying, and developing ourselves and the skills we have. The true benefit comes when we become effective about repeating that process over and over!
3. **Listen + Understand = Influence** (approved for credit through SHRM and HRCI)
  - If we want to develop true influence with the people we're responsible for leading, we have to learn how to listen to them, understand them, and make a solid connection with them!



**INTENTIONAL** ACTION FOR ONGOING GROWTH

**A DAILY DOSE OF LEADERSHIP**

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**EXECUTIVE LEADERSHIP ELITE THINK TANK**



4. **The Key to Leadership: Priorities** *(approved for credit through SHRM and HRCI)*
  - As leaders, our calendars WILL BE filled. The question becomes *Who and What Will Fill It?* Learning to identify our top priorities is the key to making the most of the time we have!
5. **Get Them in the Boat and Keep Them in the Boat** *(approved for credit through SHRM and HRCI)*
  - Companies spend tens of thousands annually, even small companies, to recruit top talent. But recruiting the best doesn't ensure retaining the best!
6. **The Foundation of Leadership: Character** *(approved for credit through SHRM and HRCI)*
  - Without developing a strong character, we can be very susceptible to several leadership *diseases!* This lesson addresses the steps we can take to build the kind of character that protects against them!
7. **Which Target Are YOU Aiming For?** *(approved for credit through SHRM and HRCI)*
  - The thing you focus on most is often what you'll get... So are you focusing on a specific goal or are you focused on continuous growth?
8. **Growing with STYLE** *(approved for credit through SHRM and HRCI)*
  - John Maxwell says *"Every personality type has its strengths. You just need to tap into that strength in your personality to set yourself up for success."* And this lesson covers several tools that can make tapping into that strength easier for each different style!
9. **The Ultimate Test of Leadership: Creating Positive Change** *(approved for credit through SHRM and HRCI)*
  - A leader is often called on to drive change that turns around the culture of an entire organization. This lesson outlines the keys to becoming an effective *U=Turn* leader!
10. **Use It Wisely** *(approved for credit through SHRM and HRCI)*
  - Each of us have the same amount of time in our day. *Managing* time is a farce. We can only manage how we use the time we have! When we're intentional about how we use *IT*, we get better results!
11. **The Leadership Frame** *(approved for credit through SHRM and HRCI)*
  - While in a small group with Carly Fiorina, we learned about a great structure that can be applied to each business decision our team is responsible for implementing. This lesson takes what Carly taught about that Framework and combines it with several practical examples that businesses deal with daily.
12. **The Quickest Way to Gain Leadership** *(approved for credit through SHRM and HRCI)*
  - As a leader, it can seem we're responsible for solving everyone else's problems... But the more effective we can become at problem solving, the more effective we become in our role and the more leadership responsibility we gain!
13. **Why Would They Leave?** *(approved for credit through SHRM and HRCI)*
  - Attracting top talent can be tough in any business climate. It's even harder with unemployment at record lows... That makes retaining our best team members critical. This lesson digs into key practices our frontline supervisors and managers can apply to improve retention and engagement!
14. **Pace Matters But Approach is Critical** *(approved for credit through SHRM and HRCI)*
  - The interaction we have with each individual team member can have a tremendous impact our team's overall productivity and performance. We can't communicate with every person the same way. As leaders, our approach matters – and this lesson covers tools you can use immediately in every situation.





**15. WHEN is as Important as HOW or WHAT** *(approved for credit through SHRM and HRCI)*

- Once we take control of how we use the time we have, and what we invest that time into, understanding *WHEN* we can be most effective with each different task we need to check off our list can make a huge impact on our overall results!

**16. After Two Decades, We Finally Understand!** *(approved for credit through SHRM and HRCI)*

- Have you ever been told “It’s not what you said, it’s how you said it”? Whether it’s in a personal relationship or a working relationship, what we mean when share a message isn’t always what the other person hears. But there are some simple things we can apply to be sure we’re sending the right message!

**17. The Extra Plus in Leadership: Attitude** *(approved for credit through SHRM and HRCI)*

- People do what people see! That applies to our children and the people on our teams. As leaders, the attitude we display can have a tremendous impact on the team environment and the results we’re working to achieve – for good or for bad... When we choose the right attitude, we choose our results!

**18. Practices of a High Performing Team, part 1** *(approved for credit through SHRM and HRCI)*

- The best teams don’t just come together automatically. There are things we can each do to ensure our team is performing the best it can. In the first lesson of this three part series, we look at how to paint a picture of where the team is headed, and we discuss the impact strong leadership can make.

**19. Practices of a High Performing Team, part 2** *(approved for credit through SHRM and HRCI)*

- In part two, we look at how a strong bench can be the difference in winning and losing, we stress how much stronger a team can be when they know who to count on when it counts, and we take a look at and how quickly one negative team member can impact the entire group.

**20. Practices of a High Performing Team, part 3** *(approved for credit through SHRM and HRCI)*

- We close this three part series here by sharing some simple steps to create a great team environment and we look at how the overall chemistry of a team comes together as we become intentional about all the other aspects of building a strong team.

**21. Maintaining to Creating: The Abundance Shift** *(approved for credit through SHRM and HRCI)*

- We all have busy schedules with more than we can get done in any given day. But if we’re not intentional about our focus, that busy-ness can keep us running in circles without having a chance to make the full impact we’re capable of making on the people who count on us the most!

**22. Are You Writing in YOUR Margins?** *(approved for credit through SHRM and HRCI)*

- In an early lesson, we looked at some simple steps we can take to prioritize the things we allow to have our time and in another we looked at how to organize our time for the best possible results. Here we look at why we can’t pack every minute of every day with *TO-DO* items...

**23. So What DO You Think?, part 1** *(approved for credit through SHRM and HRCI)*

- Are you thinking about what you’re thinking about? While that sounds like a strange play on words, it’s an important question we each need to answer. In this first half of the two part lesson, we look at two critical things that should be part of everyone’s thought process: seeing the big picture and a clear focus!

**24. So What DO You Think?, part 2** *(approved for credit through SHRM and HRCI)*

- To close this two part lesson, we look at how creative thinking can keep us moving forward and how realistic thinking can keep us from being blindsided by the unexpected.





**25. 3 Keys to an Effective Leadership Transition** *(approved for credit through SHRM and HRCI)*

- Whether it's moving into your first role with leadership responsibility or climbing higher on that corporate ladder, there will be hurdles along the way. This lesson covers the basics we need to keep in mind as we make each transition throughout our career.

**26. The Heart of Leadership: Serving People** *(approved for credit through SHRM and HRCI)*

- Too many people today chase leadership title and positions for the benefits they get themselves. In this lesson, we take a look at the core focus that's necessary for anyone who's truly interested in leading rather than simply barking orders to the people they're in charge of...

**27. How Are You Getting Their Attention?** *(approved for credit through SHRM and HRCI)*

- While we looked at the importance building a culture that keeps our best people onboard and actively engaged in a previous lesson, there will still be times when we need to recruit new team members. And if money is the only thing we're using to attract them, that can also be what draws them away...

**28. A Leadership LIE!!!** *(approved for credit through SHRM and HRCI)*

- Building on lesson #27, this lesson digs into several action steps we can each take toward developing a reputation with our team as genuine servant leaders AND outlines the return we can expect to receive by investing the time & effort to do so.

**29. Removing the *Mystery* from the *Ever-Mystical* Emotional Intelligence** *(approved for credit through SHRM and HRCI)*

- "EQ is so critical to success that it accounts for 58% of performance in ALL types of jobs." Travis Bradberry, *Emotional Intelligence 2.0*. With *Emotional Intelligence* being such a hot topic in the business world today, wouldn't it be great if there was a practical way for developing this skill personally and in your organization? This lesson provides a simple process for doing just that!

**30. The Indispensable Quality of Leadership: Vision** *(approved for credit through SHRM and HRCI)*

- One of the most important things a leader can do for an organization is ensure that that entire team has a clear vision for where they're headed. This lesson provides insight on developing that vision, communicating it to the team, and redefining the vision over time.

**31. Leadership From Our Founders: George Washington** *(approved for credit through SHRM and HRCI)*

- Washington set precedence areas well beyond his role as the first President of the United States. His character and leadership has served as an example now for over 250 years! Wouldn't it be great to have more examples like this to follow today?

**32. The Price Tag of Leadership: Self Discipline** *(approved for credit through SHRM and HRCI)*

- Developing leadership doesn't happen overnight, and maintaining the self-discipline to take the necessary steps on an ongoing basis is critical to that development. This lesson covers several practical steps to becoming self-disciplined and shares some of the results you can expect to see when you do it!

**33. So What *DO* You Think?, part 3** *(approved for credit through SHRM and HRCI)*

- Building on parts 1 & 2, we dig into how possibility thinking, reflective thinking, and bottom-line thinking can help us lead our teams effectively AND produce outstanding results!





#### 34. **The Expansion of Leadership: Personal Growth** *(approved for credit through SHRM)*

- The only way we can guarantee our growth and ongoing effectiveness as leaders is to become and stay very intentional about our own personal and professional growth! This never happens by accident, we all need to have a plan. This lesson covers the practical steps for developing one!

#### 35. **Dealing With Difficult People; You Know, the Crazy Ones** *(approved for credit through SHRM and HRCI)*

- It's easy to misunderstand someone's communication style, especially when they're under a significant amount of stress, and write them off as being crazy...But when we learn to recognize different communications styles under stress, we can be extremely effective in dealing with them!

#### 36. **The Cost of Leadership: Perks to Price** *(approved for credit through SHRM and HRCI)*

- Along with consistently growing and developing our leadership skills, we need to recognize and be willing to make shifts in our leadership to stay highly effective.

#### 37. **Different Name, Same Challenge** *(approved for credit through SHRM and HRCI)*

- In every generation, there are times of uncertainty and crisis. Regardless of the specific details surrounding those times, fear can spiral out of control and increase the need for strong leadership!

#### 38. **Find YOUR Seed and Make It Grow** *(approved for credit through SHRM and HRCI)*

- Once we begin to recognize and understand how to control our fears in times of uncertainty, we have a shot at identifying the seeds of opportunity within the adversity. But finding the seed is just a starting point... Then we need to do whatever it takes to make it grow!

#### 39. **A MAJOR Underlying Issue** *(approved for credit through SHRM and HRCI)*

- At face value, we don't seem to have made a ton of progress as a society since the days of Dr. King, now more than 50 years ago... But there are several things in the mix today that makes this mess so much more volatile than even those times were!

#### 40. **What Mature Leaders Do** *(approved for credit through SHRM)*

- Our leadership journey is never stagnant. Each step along the way requires continuous improvement if we hope to continue leading the same team or we hope to earn more responsibility and influence over time. The lesson maps out the process for developing maturity in leadership as we progress through different stages of our careers.

#### 41. **A Cycle for Success in ANY Endeavor** *(approved for credit through SHRM)*

- In order to achieve lasting success in any chosen field, we will need to have certain things built into the foundation of who we are and what we do. As our leadership responsibilities increase, that foundation also includes the approach we take to building relationships with those on our team and the steps we take to developing the culture throughout our organization. This lesson provides participants with three specific areas that will need intention focus in order to lead effectively and sustain success over an extended period of time.

#### 42. **Bonus Lesson from Executive Leadership Elite Think Tank: A Leadership Culture for Navigating Change**

- This lesson, which was originally put together and shared with our **Executive Leadership Elite Think Tank** group, challenges participants to look at what they're doing on a daily basis to build an organizational culture that focuses on taking advantage of new opportunities rather than spinning out of control each time it faces a tough situation. Participants completing this lesson will have a framework for setting the example for their entire team to follow and steps they can take when team members are only focused on the problem rather than how to move beyond it.





43. Coming soon...



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