

### 8 Week Execution Leadership® Development Plan

CONFERENCE	WORKSHOP	FIELDWORK
<b>Preparation</b>	N/A	H.O. Personal Expectations Survey H.O. Self-Description Profile
<b>Session 1: Kickoff</b> Attitudes, Potential and Affirmations H.O.: Laws of Learning, Achievement and Balance H.O.: SMART goals	Pre-Program Knowledge Evaluation A.P.: Mind, Body & Spirit Eval. A.P.: Dream Inventory A.P.: Goal Planning	T: Chapters 1 +2 A.P.: Complete Mind, Body, Spirit eval. A.P.: 1-week goal
<b>Session 2:            Potential and Self-Leadership</b> Discuss 1-week goals Ch 1: You Possess the Potential to Lead - Leadership Comes from Within Ch 2: Preparation for Leadership -Tapping Your Hidden Potential	A.P.: Position Description Simulation: <u>Self-Image</u> A.P.: Goal Planning	Discuss Position Descrip. w/ boss T: Chapters 3 + <b>13</b> A.P.: Productivity Evaluation A.P.: 1-week goal

T: Text binder (and accompanying audio program)

A.P.: Action Plan binder

H.O.: Hand-Out

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<p><b>Session 3: Values &amp; Beliefs and Motivation</b> Discuss 1-week goals Ch 3: A Product of the Past - Behavior and Conditioning Ch <b>13</b>: Motivation - Understanding Motivation H.O.: Maslow’s Hierarchy, et. al.</p>	<p>A.P.: Brief follow-up on Position Description A.P.: Family, Social, Financial Eval. A.P. Definition of Productivity Simulation: <u>NORC</u> (Values)</p>	<p>T: Chapters 5 + 6 A.P.: Complete Family, Social, Financial Eval. A.P.: 1-week goal</p>
<p><b>Session 4: Goal-Planning, Habit Formation and Attitude Dev’t.</b> Discuss 1-week goals Ch 5: Goal Setting for Success - Criteria for Personal Goal Setting Ch 6: Building Success Attitudes and Habits - Building Attitudes for Positive Results</p>	<p>A.P.: Identify 5 personal and 5 organizational goals  Simulation: <u>Habit Formation</u></p>	<p>T: Chapters 7 + 8 A.P.: Set 5 personal goals - SMART statements A.P.: Set 5 organizational goals - SMART statements - check with boss A.P.: 1-week goal</p>
<p><b>Session 5: Getting Results</b> Discuss 1-week goals Ch 7: Developing Your Personal Goals Program - A Solution for Every Obstacle Ch 8: Turning Solutions into Action - The Courage to Act; Fear Covey Time Management Quadrants</p>	<p>A.P.: Plan out 1 personal goal and 1 organizational goal  Organizational Goal-Setting exercise  A.P.: Time Management Evaluation</p>	<p>T: Chapters 9 + 10 A.P.: Time Management Matrix (track for 1 week)  A.P.: 1-week goal A.P. Complete 1 pers + 1 org. goal: share with boss.</p>

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<p><b>Session 6: Getting Results</b>            Discuss 1-week goals            Ch 10: Managing Your Time                - Making the Most out of your Time                - Management and Delegation            Ch 9: Understanding and Affirming Your "Self"                - Positive Growth through Affirmation</p>	<p>A.P.: Plan out 1 personal goal and 1 organizational goal            A.P.: Time Management Matrix (review tracking for 1 week)            Exercise: <u>Delegation</u></p>	<p>T: Chapters 11 + 12            A.P.: Develop 3 affirmations &amp; start using them 3x/daily            A.P.: 1-week goal            H.O.: Johari Window            A.P. Complete 1 pers + 1 org. goal: share with boss.</p>
<p><b>Session 7: Communicating and Making Decisions</b>            Discuss 1-week goals            Ch. 11: Communications and Human Relations                - Communications Ingredients                - Active Listening            Ch. 12: Decision-Making and Problem Solving                - Identifying and Analyzing Problems                - Developing Solutions and Evaluating Decisions</p>	<p>A.P.: Plan out 1 personal goal and 1 organizational goal             Simulation: <u>Communications</u>             H.O.: Decision-Making</p>	<p>T: Chapters 4 + 14            A.P.: Use affirmations 3x/daily            A.P.: 1-week goal            A.P. Complete 1 pers + 1 org. goal: share with boss.            - Prepare for individual testimony: "What the leadership development process has done for me."                - Review Personal Expectations Survey            - Complete Self-Description Profile and compare to old one.</p>
<p><b>Session 8: Growing as a Leader</b>            Discuss 1-week goals            Ch. 4: Formal Leadership            Ch. 14: Continuing your Leadership Growth</p>	<p>- Role Play: <u>Monitoring and Feedback</u>            - <u>goals review</u>            - Post-Program Knowledge Evaluation</p>	