

## Program Background

Today's leaders often progress through the leadership ranks with little formal leadership development. They may have been successful in their careers so far due to their technical expertise. However, that doesn't necessarily prepare them to lead people. Even for those who have had development opportunities in the past, a refresher serves to remind them of essential leadership skills or provides the opportunity to learn new or updated ones based on current trends and focus needs.

Demands on leaders make it challenging for them to commit to leadership development. Leading Today has been designed with this in mind. Delivered in short-burst development modules separated by a few weeks, leaders gain fundamental leadership skills and tools to enhance their leadership without a significant time commitment. The program can be conducted live virtually or in person, offering many practical and empowering methods and techniques that are directly applicable to the challenges leaders face in their roles today.

## Program Description

Take charge of the leadership development journey by selecting from 13 short-burst development modules catering to your specific needs. Each module provides the core concepts of a particular topic while equipping leaders with the practical skills and tools necessary to be effective business leaders today. This flexibility enables a tailored learning experience that meets unique needs.

Each module is a blend of concepts and interactive elements designed to enhance leader engagement and learning effectiveness. Leaders will actively engage in case studies, participate in breakout exercises, review examples, utilize provided templates and tools, and interact through simulations. These interactive components are strategically designed to reinforce core concepts, encourage practical application, and facilitate peer learning and discussion, ensuring an enriching and dynamic learning experience. Participant Leaders will be able to apply and put the concepts into practice immediately following each module, instilling confidence in their ability to implement what they learn. Modules may be selected and completed in any order. Eligibility for a Certificate of Completion is achieved when a minimum of 6 modules are completed.

## Program Modules

1. **Leading Your Way - *Becoming the leader you wish you had!***
2. **Leading Change - *Navigating the change curve for team engagement!***
3. **Leading Intentionally – *High performance leaders have the discipline to lead intentionally***
4. **Leader as Coach – *Unlocking a Team Member's potential to maximize their performance***
5. **Leading Development – *Unleashing potential within the team***
6. **Leading Problem Solving – *A leader's guide to effective team problem-solving***

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### Developing High Performance Leaders

7. **Leading Performance – A year-round commitment**
8. **Leading High Performance Teams – Accelerating team performance**
9. **Leading Conflict Resolution - Addressing conflict with confidence**
10. **Leading the Next Gen - Understanding, motivating, communicating, and accountability**
11. **Leader as Communicator – Building Clarity and Connection Through Everyday Conversations**
12. **Leading Decisively – Making Good Decisions That Move the Team Forward**
13. **Leading by Influence – Earning Trust and Leading Without Authority**

### Program at a Glance

- Custom selection from any number of the 13 – 3-hour concept and application modules
- Digital content presentation material summary & templates provided
- Minimum cohort size 10; maximum cohort size 25
- Eligibility for [Canada-Ontario Job Grant \(COJG\)](#) funding

### Mentoring

We recommend that each participant have a mentor within their organization to support the application of new skills on the job. High Performance Leaders provides a concise Mentor Guide with discussion prompts and tips to help mentors focus on relevant topics and provide meaningful feedback. This added support strengthens learning between modules, accelerates growth, and increases the overall impact of the program.

### Optional Coaching

- Group coaching – 4 x 1-hour duration, conducted virtually
- 1:1 coaching – 4 x 1-hour duration, conducted virtually

### Participant Transformation & Benefits

- Increased confidence to lead
- Higher levels of self-awareness of leadership and communication styles
- Enhanced change management skills
- Leadership skills that inspire development and promote empowerment
- Effective coaching skills to help others achieve their potential
- Situational leadership

### Participant Profile

Current and future leaders and managers across various industries who are passionate about maximizing the potential of their teams and driving organizational growth. Participants who would benefit from this program are open-minded, eager to enhance their leadership skills,

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and ready to take on a pivotal role in creating a culture of continuous learning and development. Whether a seasoned leader or a newly appointed manager, this program will provide practical strategies and insights to effectively lead and nurture the talent within a team or organization.

- ✓ Future or current front-line leaders, team leaders, supervisors, lead-hands & managers
- ✓ Project managers, individual contributors working cross-functionally
- ✓ Leaders from all disciplines, including engineering, finance, sales, and manufacturing
- ✓ Leaders from all industries, including healthcare, design, software development, manufacturing, and non-profit

## Detailed Module Curriculum

### **Leading Your Way – *Becoming the leader you wish you had!***

Embark on a journey of self-discovery and growth to become the leader you aspire to be. It is highly recommended that this module be included in any Module Package Option selected, as it assists the leader in creating a personal development plan that puts into practice what they have learned from the workshops to achieve maximum growth and development.

- Breaking out of your comfort zone and investing in you
- Self-reflection and awareness
- Emotional Intelligence
- Creating a personal development plan

**Outcomes:** A personal development plan with a personalized focus on up to 3 growth and development areas with a detailed action plan to achieve targeted goals.

### **Leading Change – *Navigating the change curve for team engagement!***

In today's dynamic business environment, leaders consistently find themselves at the forefront of implementing change within their teams. Leaders must understand the change curve and its impact on team member engagement to effectively lead their teams through these changes. In this module, we will examine the various stages of the change curve and offer practical strategies for guiding teams through each stage, promoting engagement, and achieving successful change outcomes.

- Understanding change vs transition and the change curve
- 6 critical steps for leading change
- Change management process & planning template

**Outcomes:** Toolset to plan for change, methods to engage teams in change initiatives, confidence to address resistance, and skills to lead teams through change.

### **Leading Intentionally – *High Performance Leaders have the discipline to lead intentionally***

Achieving and sustaining high performance levels requires leaders to act intentionally. People follow leaders they trust to meet their basic needs of protection, order, and direction. This module focuses on how leaders can intentionally provide these 3 needs through effective engagement, staying connected, and leading with empathy.

- Courageous conversations

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- Leading hybrid and remote teams
- Leading with empathy
- 10 ways to have presence and build trust

**Outcomes:** Higher self-awareness and methods to lead intentionally; improved communication; higher levels of team engagement.

### **Leader as Coach – *Unlocking a Team Member's potential to maximize their performance***

Team Members do not want a 'boss.' They want a leader who helps them grow and develop. Many leaders struggle with how to best support their Team Members without telling them what to do. This module outlines a leader's key responsibilities and approaches as a leader coach.

- What is coaching
- Active listening
- Communication styles
- The coaching process
- Giving meaningful feedback

**Outcomes:** Transformational shift towards a coaching style of leadership; empowered Team Members; confidence and ability to provide feedback.

### **Leading Development – *Unleashing potential within the team***

Talent is any organization's most important resource. This module highlights the daily tools available to leaders to provide growth and development opportunities to their Team Members.

- Career path and development planning
- The Skills Matrix
- Effective Delegation
- 1:1 Meetings
- Trust but verify

**Outcomes:** Ownership of team member development through effective delegation, empowerment, and a balanced accountability approach.

### **Leading Problem-Solving - *A Leader's guide to effective team problem-solving***

Why is there never a shortage of problems? Often, leaders fail to identify issues before they become a real problem, or if the problem is not solved the first time. This module

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provides leaders with the tools and approaches to identify and engage their teams in effective problem-solving.

- Identifying problems
- Establishing methodologies and setting expectations
- Problem-solving tools
- Engaging without giving the answer

**Outcomes:** Through TM engagement, leaders are equipped with the essential tools and approaches to navigate problems effectively, driving continuous improvement.

## Leading Performance – *A year-round commitment*

Effective team member performance management is the cornerstone of organizational success in today's dynamic and resource-competitive landscape. This module enables leaders to drive and sustain high performance, which is essential for staying ahead and achieving long-term success.

- Setting objectives for TMs
- Assessing performance
- Legal and ethical considerations
- Preparing to provide performance feedback
- The performance “review” discussion

**Outcomes:** Leaders possess the knowledge and skills to effectively manage their team members' performance, drive accountability, and support growth and success.

## Leading High Performance Teams – *Accelerating team performance*

High performing teams don't just happen! This module equips leaders with the playbook and tools to create high performance teams and achieve extraordinary results.

- Trust and psychological safety
- One formula for high performance
- Stages of team dynamics and the leader's role in each
- Creating team effectiveness

**Outcomes:** Leaders understand the conditions for high performance teams to thrive and the steps they must take to develop and sustain a high performance team.

## Leading Conflict Resolution – *Addressing conflict with confidence*

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Conflict in the workplace is inevitable. It's a necessary component of high performance teams. This module teaches leaders when to step in and resolve conflicts effectively.

- Conflict spectrum – functional vs dysfunctional conflict
- Conflict resolution styles
- 10 steps to resolve conflict

**Outcomes:** Leaders know when to step in to resolve conflicts and how to do so effectively and confidently, while protecting and strengthening relationships.

**Leading the Next Gen – *Understanding, motivating, communicating, and accountability***

Many leaders struggle to relate and communicate effectively with the next generation of employees. This module equips leaders with the skills and strategies to effectively understand, motivate, communicate with, and hold accountable the new generation of team members.

- Understanding them and what makes them tick
- Effective communication strategies
- Holding them accountable

**Outcomes:** Leaders will be able to adapt their leadership approach to effectively engage, motivate, and hold accountable the new generation of team members, thereby fostering improved communication, productivity, and team cohesion.

**Leader as Communicator – *Building Clarity and Connection Through Everyday Conversations***

Communication is one of the most critical skills for leaders. This module helps leaders strengthen their ability to connect with others by enhancing their listening, speaking, and responding skills in day-to-day conversations. Leaders will learn how to adjust their communication style, provide clear direction, manage emotions effectively, and convey their message in a way that fosters trust and alignment.

- Communication styles – self-awareness and adapting to others
- Effective listening and asking better questions
- Managing emotions in conversations
- Communicating upward – framing for senior leaders
- Giving clear direction – avoiding assumptions, being specific

**Outcomes:** Leaders develop confidence in their ability to communicate clearly and effectively with different audiences. They learn to listen with intention, speak with clarity, and manage difficult conversations with calm and care.

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#### **Leading by Influence – *Earning Trust and Leading without Authority***

Leaders often need to lead people and drive action without having formal authority. This module helps leaders understand how to build credibility, strengthen relationships, and influence others through trust, communication, and a clear sense of purpose.

- Understanding influence vs. authority
- Sources of influence – trust, expertise, relationships
- The PIE model – Position, Interest, Emotion
- Influencing peers and support teams – partnering, not pushing
- Ethical influence – building trust over time

**Outcomes:** Leaders learn how to lead through influence, rather than just position. They build confidence in working across teams and levels, shaping decisions, and motivating others to take action by earning trust and communicating with clarity and intent.

#### **Leading Decisively – *Making Good Decisions That Move the Team Forward***

Decisive leadership keeps work moving and teams engaged. This module provides leaders with practical tools to navigate uncertainty, engage the right people, and communicate decisions effectively.

- The role of a decisive leader: why speed and clarity build trust
- Types of decisions: routine vs urgent, reversible vs irreversible, data-driven vs judgment calls
- DECIDE framework (Define, Explore, Choose, Implement, Discuss, Evaluate)
- Avoiding common traps: overthinking, analysis paralysis, deferring accountability
- Communicating the decision: what is changing, why it matters, and next steps

**Outcomes:** Leaders make timely, confident decisions, involve others appropriately, and follow through, ensuring the team stays aligned and productive.