

Leadership Essentials

AUDIENCE: New Leaders

- First-time people leaders who transitioned from an individual contributor to a formal leadership role.
- Formal leaders in their role for less than 3 years.

COURSE DESCRIPTION

Often times, we are given a leadership role and expected to hit the ground running. Some individuals are natural born leaders and can achieve this with a blink of an eye while others may need help. The good news is that leadership can be learned!

This course provides the foundations of what you need to be an effective leader. With over 28 years of experience, we will address a variety of common leadership questions and provide tools, tips and resources.



During the course, you will learn about:

- **Session 1: Leader Mindset & Delegation:** What is it? Difference between leading vs. managing? What is different now vs being an individual contributor? What is my leadership style? How do you delegate? When do you delegate? Who is the right person to delegate to and what?
- **Session 2: Holding 1:1s & Team Meetings:** What should I cover during a 1:1? How do I have an effective team meeting?
- **Session 3: Giving/Seeking Feedback & :** How do I give feedback effectively? What are tips in seeking feedback?
- **Session 4: Leading Difficult Conversations:** How do I hold difficult conversations?
- **Session 5: Building High Performing Teams:** What can I do in each stage to develop my team? What can I do to create a high performing team?
- **Session 6: Leading Change:** What are tips to help prepare, manage, and reinforce the change?
- **Session 7: Time Management/Energy:** How can I effectively manage my time and energy to get what I need done?

DELIVERY

7-week virtual interactive instructor-led experience. Each session is 1-1.5 hours focused on a leadership topic. This blended learning experience will entail an assessment, presentation, discussions, and activities. The facilitator will share a variety of leadership tips/tools and resources based on the latest leadership research and leadership best practices based on over 25 years of experience. Participants will be expected to engage in discussions/activities and complete homework.

INSTRUCTOR

Dolon Gundoju

DATE

Upon request

CONTACT

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