DAY 01

01. Your Leadership Edge

What are the differences between management and leadership? Do you know how to maintain the right balance between the two, given the needs and culture of an organization and its employees? Through taking a broad perspective, we begin to define what leadership and management behaviors "look like" and "sound like" in your organization, taking the general concepts to practical reality.

02. Leading in My Organization

As a leader, you will have the greatest impact when your style matches the needs of your organization and its people. As a result of interviews with your company executives, you will gain a greater understanding of your organization's expectations for its leaders and how those expectations shift as your company evolves. You will not only have a clear road map for leadership success at each stage of your company's development, but will also enhance relationships that support greater visibility and support for your career development.

03. Understanding Personality Styles

A top challenge for any organization is communication. Through the use of the Myers-Briggs Type Indicator, you will gain insights into how others communicate, process information, make decisions, and prefer to work. With an understanding of your individual and collective strengths, excesses, and potential blind spots, you will be able to communicate most effectively while embracing your differences and leveraging your strengths for a stellar performance.

DAY 02

04. Using Your Strengths for Success

Capitalizing on your strengths provides value to your team and your organization, and yields the quickest, most effective results. Whatever your management style, the key to success is discovering and developing who you are as a leader. Through the use of a Strengthsfinder tool, you will identify your strengths and explore how they can be leveraged to increase employee engagement, productivity, retention, and help you achieve your next level of success.

05. Goal Setting and Planning

In the life sciences you are doing cutting edge work on tight budgets, with minimal resources and immense pressure to meet critical milestones. Goal setting and planning will enable you to make the intangible tangible, align and focus your team for success, and support you in working most effectively and efficiently. By embracing the SMART goal framework, you'll learn to establish clear, specific, measurable goals and appreciate the enormous impact that goal setting and planning can have on effective implementation.

06. Priority Management

Do you feel like there is never enough time in your day? As you identify High Payoff Activities, your day will become focused on activities that have the greatest impact on your personal and company success. This session will provide you with tools, technology and strategies for controlling interruptions and creating meetings that are efficient and well run, saving you precious time each week.

DAY 03

07. Coaching for Performance

Through lessons learned by using your companies as learning laboratories, we will identify the approaches, mindsets, and skills used to most effectively enhance the performance of your direct reports and team members when coaching and providing feedback. Listening, engaging, and the use of appreciative inquiry will enable you to clarify goals, define the paths for achievement, and create measurements for success as you work together with your employees in supporting their professional development.

08. *Leveraging Your Leadership Through Delegation*

Delegation is a powerful tool for achieving results faster, developing skills in others, and minimizing risk in your company. You will learn to assess an employee's level of competence and commitment and leverage the Situational Leadership model to create a work environment that is more productive, fosters creativity and provides opportunities for growth.

DAY 04

09. *Interviewing and Selecting Top Performers*

Selecting the right talent is the difference between success and failure and key to creating a desirable work environment where individuals are highly engaged and productive. Gain the skills required to select the right candidate by first understanding the desired outcomes and the competencies necessary to achieve them. Using a behavioral based interviewing process you will learn how to formulate the right questions and select candidates based on observable facts and evidence, not feelings and impressions, ensuring you get the strongest candidates with the best possible fit your organization and it's culture.

10. *What Makes A Team Productive*

How can you get a team performing at its best quickly and with minimal pain? In this module we will explore both leadership and team member skills and behaviors that enable teams to effectively balance the task and relationship aspects of teaming, reaching high performing status in record time. Through the use of an engaging and highly competitive activity, participants will apply many of the skills learned in the program to demonstrate their strengths as team members, as well as opportunities to enhance their performance.

11. *Putting It To Work*

Four days of self-reflection, skill development, and application all come together as participants present their personal case studies in small learning cohorts. The teams create action plans which integrate all the program concepts to address challenges and opportunities ranging from dealing with difficult employees to accelerating progress toward an IND. The results are phenomenal as every participant is able to visibly measure their increased growth and knowledge.