

Masterful Leadership & Motivation for IT Professionals

Course Summary

Description

This course focuses on developing core leadership skills and behaviours essential to advancing in a leadership position. Participants begin by completing the well-respected Everything DiSC Management self-assessment to better understand themselves and those they are seeking to lead. Participants then explore and discuss essential leadership concepts and behaviours together with how these concepts and behaviours apply to their specific situation. Participants also create a personal leadership development plan to use for ongoing development after completion of the course. (Note other leadership-focused self-assessments are available e.g. Facet5, as well as various custom and off-the-shelf 360 degree assessments)

Objectives

By the end of this course, students will be able to:

- Be able to define and describe essential leadership skills and behaviours,
- Know the significant role influence plays for a leader,
- Know the difference between responsibility and accountability as a leader,
- Know which leadership style is most effective in various situations, and how to shift leadership style appropriately to be an effective leader,
- Know the importance of the relationship of the leader to the group, and how to demonstrate leadership to the group/team/project team etc.
- Know the role social intelligence and inclusive leadership plays in being an effective leader,
- Know the role of motivation, and how to motivate others as a leader,
- Know the importance of the relationship of the leader to the individual, and how to demonstrate leadership at the one-to-one level with team members,
- Have completed the first draft of a personal Leadership Development Plan to use for future development after completion of the course.

Topics

- Introduction to the Course
- Seeing Myself as a Leader
- Essential Leadership Principles
- Self-Awareness: Understanding my Preferred Leadership Style – Everything DiSC Debrief
- Leadership and Influence
- Leadership Accountability and Responsibility
- Meeting Individual and Team Needs – Team and Individual Motivation and Development
- Building, Maintaining and Developing the Team
- Leadership, Social Intelligence, & Inclusive Leadership
- Leadership Style
- My Leadership Brand

Audience

This course is designed for anyone preparing for advancement into a leadership role.

Prerequisites

There are no prerequisites for this course. However, to maximize time in the classroom the Everything DiSC Management Assessment is completed online and before attending the class Participants are expected to have printed and read their assessment report prior to attending (approximately 20 minutes to complete the assessment and an additional 20-30 minutes to initially review the report.)

Duration

Three days

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Course Outline

I. Introduction to the Course

Participants are introduced to the topic and discuss the importance of, and benefit to themselves of, being an effective leader and stepping up to a leadership role. Participants also receive an introduction to what will be covered in the course and information about how the course will be conducted. Participants describe their purpose for participating and their goals for attending the course. Participants are also instructed to carefully observe their colleagues throughout the program for the purpose of giving feedback at a later date during the giving feedback and courageous conversations module.

II. Seeing Myself as a Leader

Participants discuss the importance of seeing themselves as a leader, and ways of seeing themselves as leaders, regardless of their current position or the number of people reporting to them.

III. Essential Leadership Principles

Participants explore what leadership is, and the essential leadership skills and behaviours a leader must know and visibly demonstrate.

IV. Self-Awareness: Understanding my Preferred Leadership Style – Everything DiSC Debrief

Participants gain essential insight into their individual leadership behaviours and preferences together with a solid understanding of the needs of their team and individuals on the team using the Everything DiSC Management four quadrant behavioural model. The Everything DiSC Management debrief provides:

- A. an overview of the 4 DiSC quadrant behavioural styles and related subtypes – including a general description of goal objectives, fears, and motivators related to leadership,
- B. detailed insight into preferred DiSC leadership styles and related behaviour preferences,

- C. insight into behavioural priorities and desired outcomes of working with others – key drivers of influencing others,
- D. insight into what motivates, and what causes stress,
- E. understanding how individual leadership style reacts to, and interacts with, other styles and when to shift a preferred style to be a more effective leader,
- F. strategies to increase leadership effectiveness with other styles,
- G. insight into how to approach building more effective interpersonal relationships as a leader,
- H. detailed understanding of leading other DiSC styles within the context of goals, actions under pressure, and fears,
- I. how to identify others' DiSC style.

Participants identify key issues they want to focus on to build leadership ability and share these with selected colleagues. These issues can be added to the individual's development plan and can be revisited later in a subsequent coaching module where participants practice coaching skills by coaching each other to improve in these areas. Note: To maximize time in the classroom the Everything DiSC Management Assessment is completed online and before attending the class Participants are expected to have printed and read their assessment report prior to attending (approximately 20 minutes to complete the assessment and an additional 20-30 minutes to initially review the report.)

V. Leadership and Influence

Participants discuss the relationship between Influence and Leadership, the connection between influence and the DiSC personality style, and how effective leaders use influence. Participants further explore key topics essential to leadership success including the four pillars of influence, sources of influence power as a

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Course Outline (cont'd)

leader, and how to maximize influence effectiveness as a leader. Participants self-assess their own influence strengths and opportunities for development. The opportunities for development may or may not be added to their development plan and can be revisited later in a subsequent coaching module where participants practice coaching skills by coaching each other.

VI. Leadership Accountability and Responsibility

Participants discuss and explore a leadership accountability and responsibility model that helps them define the difference between accountability and responsibility, identify their accountabilities and responsibilities, and how to apply this model to their individual leadership situation. Participants also discuss how accountability and responsibility connect to individual and team motivation, to building, maintaining and developing the team, and to social intelligence and inclusive leadership.

VII. Meeting Individual and Team Needs – Team and Individual Motivation and Development

Participants discuss the importance of a leader's relationship to the individual and the group – which relationship takes precedence over the other, and how to balance the needs of the group with the needs of individual group members. Central to the discussion is a discussion about the principles/dynamics of motivation and the role of leader in motivating the team and individual. Includes a discussion on motivation and DiSC style – how your own DiSC style approaches motivating others and what motivates / demotivates others.

VIII. Building, Maintaining and Developing the Team

Participants discuss strategies and tactics essential to team building, the stages of team, maintaining an effective team, and the responsibilities of a leader to build, maintain and

develop their team. This section also examines how leaders use the principles discussed in the Everything DiSC Management debrief to improve overall effectiveness in building, maintaining and developing the team and includes a discussion about meeting group needs and being perceived by the team as an effective leader. Lastly, this section introduces the concepts of Leader as Coach, the importance of giving feedback to both individuals and the team, and having courageous conversations. These concepts are further expanded on in subsequent modules.

IX. Leadership, Social Intelligence & Inclusive Leadership

Participants discuss and explore the importance of social intelligence and inclusive leadership to being an effective leader, the principles of social intelligence and inclusive leadership, the importance of demonstrating social intelligence and inclusive leadership, and how to demonstrate.

X. Leadership Style

Participants are introduced to six general leadership styles, why and when to use each style, and the long-term effect on the group of a particular style. Participants also identify the style they most identify with and identify strategies to flex their preferred style.

XI. My Leadership Brand

Participants discuss and explore the concept or leadership brand and the value of having a leadership brand. Participants begin work to create their individual leadership brand. This can be continued in the coaching module.

XII. Application Exercise:

Participants begin developing a leadership development plan and make plans to share the plan with their manager/supervisor.