

## Master Leadership Workshop Sample Agendas

- Four Hour Workshops
- Extended Leadership Master Class

Prepared for:  
The Next Greatest Leadership Team

Dates:  
TBD

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## Statement of Confidentiality

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## Executive Overview & Introduction to the Leadership Workshop

### **Strategic Leadership Development**

At Strategic, we have a heart for organizations and people who need and want to be great leaders. We believe anyone can learn to lead well. By focusing on workplace team interactions, leadership maturity, and positive leadership psychology, we help build effective workplace relationships. Organizational leadership energy can positively empower or negatively destroy an organization. We help organizations create competent leaders, who inspire their workforces by being equally concerned about the people they lead as the performance they produce.

We believe each institution is unique and therefore training and organizational development efforts should mirror that uniqueness. We also believe in applying adults learning strategies. We apply learner centered andragogy (active learning). Our sessions are based upon self-discovery, storytelling, interactive presentations, and guided exercises that apply the knowledge learned. We strive to provide strategies and tactics so our participants can practice in real life what they have learned in the classroom.

### ***Design and Facilitation Philosophy***

To best serve our clients, we employ custom adult learning methodologies or “andragogy”. Adults learn best through interactive learning and practice. Our training is designed to be put into practice immediately after training and is proven to produce improved leadership and team performance. The sessions are highly interactive, and self-discovery centered. Adults embrace concepts best when presented in an interactive, self-discovery, applied action format.

### ***What is a Cognitive Preference?***

Take a moment and pick up a piece of paper. Crumble it up and throw it. Did you have to think which hand you were going to throw it with? No? We are naturally either right or left-handed (a cognitive preference). No different than having a preference for using our right or left hand we have thinking preferences. Each person views leadership, problem solving, group interaction, and leader/subordinate relationships through specific cognitive preferences. The issue is that these preferences are not all the same and they create friction against each other in work groups and leader/subordinate relationships.

The good news is that over the past 20 years of behavioral sciences we have been able to identify these preferences and move beyond simple personality assessments. Thinking preferences operate at the cognitive level and therefore can be more effective at harnessing interpersonal conflict and turning it into positive organizational energy. They can help us understand why we and our peers display certain personality traits and therefore bring a level higher level of positive communication, collaboration, and workplace motivation. Each leader’s cognitive preferences will be measured through several scientifically established assessments and through fun self-discovery exercises. The idea is to build a well-rounded leadership profile, not based on any one theory, but a combination of complementary ones. This results in each person having a deeper understanding of themselves and their ability to lead.

## Leadership Profile Assessments: *Pre-Workshop*

There are several leadership assessments to be completed prior or during the training sessions. The purpose is to provide a point of reference. A journey in growth needs a starting point and a destination.

### ***Start, Stop, and Continue Survey - Prior to Session***

The survey takes 5 – 10 minutes and consists of the following questions. The questions below are designed to help guide the training's outcome and the answers are anonymous. They will be used to design and help make the training more meaningful for the participants. The top three to five themes will be woven throughout the workshop applications of Knowledge, Skills, and Abilities (KSAs).

- 1) What are the three most important skills you believe you need to develop as a leader?
- 2) What are the three most important skills you believe your direct reports need to add?
- 3) For the organization to run as effectively and efficiently as it could, what three things would you change?
- 4) What would you like the leadership to Start, Stop, and Continue?
- 5) What would you like your direct reports to Start, Stop, and Continue?

### ***FourSight™ Mindset Preferences - - Prior to Session***

The FourSight™ innovation teaming model and mindset assessment. The FourSight™ assessment is the basis for human cognitive preferences. There are four basic thought preferences. This preference tells how each of us approaches life, problem-solving, and decision-making. Its self-discovery component allows each participant to understand how they naturally approach leadership and the positive and negatives that brings to workplace interactions.

### ***Leadership Style Preference – - Prior to Session***

Each participant's preference for leadership style will be determined and categorized as Directive/Instrumental, Supportive, Participative, or Achievement-Oriented. The benefits and challenges of applying each to leadership and interpersonal interactions will be discussed in concert with their other cognitive preferences.

## Leadership Profile Assessments: *In-Workshop*

### ***Harvard Business School Publishing Managerial Skill Assessments***

The course includes the use of several leadership skill inventory assessments based on Harvard Business School Publishing Mentor Manager.

- Employee Coaching Orientation
- Active Listening Orientation
- Emotional Intelligence Orientation (time permitting)

## Leadership Personal Profile Kit

Based upon the results of these assessments the training will be customized to maximize the results. A leader profile package will be prepared for each attendee and will be used in the training and for a reference point to help realize long-term growth. Participants will use the packet to take notes, track growth, and record key milestones as they progress in their leadership maturity. It contains the following:

- FourSight™ Mindset Preference Assessments
- Leadership Style Preference
- Results of the self-discovery surveys
- Managerial skill notes and insights
- Session Presentations\*

In addition, each participant will create a FourSight™ account with access to collaboration tools based on their Creative Mindset and Team Collaboration Skills including a personalized video.

\*The FourSight™ Mindset Reveal presentation is copy righted and cannot be included in the profile kit.

## Overview of a Four-Hour Leadership Workshop

Changes are made based on individual organizational needs to help perfect the agenda and meeting plan. The workshop is four hours and will be facilitated on-site.

### **Key modules include:**

- Interpersonal Leadership Skills
  - An in-depth session on generational diversity and leadership. How to close the generational divide. Differences in workplace and leadership expectations.
- Positive Leadership Psychology
  - Strength-Based Employee Coaching and Appreciative Inquiry.
- FourSight Teaming Model
  - Collaboration for Innovation
- Creative Problem-Solving Application
  - Apply creative thinking to build innovative take aways and action items.

### **Sample Agenda**

- Welcome and Overview
  - Discuss key themes from the Start, Stop, or Continue survey.
  - Ice Breaker: Cognitive preferences and how they secretly drive behavior and bias.
- Generationally Diverse Leadership: Closing the generational gap and inspiring all generations.
- FourSight™ Mindset Reveal & Collaboration Model for Innovation and exercise.
- Strength-Based Employee Coaching and Appreciative Inquiry skills and exercise.
  - Employee Coaching Orientation Survey
  - Active Listening Orientation Survey
  - Emotional Awareness Survey (if time permits)
- Closing Activity: Applying the creative problem-solving methodology to create action items for implementing the knowledge gained.

## Overview of Four-Day Master Class

The workshop is four days and will be facilitated one day a month for four consecutive months. During each month attendees are expected to apply what they have learned and will give a short 5 to 7 minute presentation/discussion on their experience of how the new KSAs have helped them lead.

The key modules are:

- Interpersonal Leadership Skills (includes in-depth inter-generational discussion)
- FourSight Teaming Model
- Leadership Maturity Framework
- Positive Leadership Psychology: Appreciative Inquiry & Emotional Intelligence
- Strength-Based Employee Coaching
- Self-Leadership (VIA and Clifton Strengths)
- Team Dynamics and Decision Making
- Handling Difficult Interactions: Controversy vs Conflict
- Applying Leadership Framework Methods in Fluid Workplace Situations

### **Sample Agenda**

#### **Day 1**

- 8:00 – 8:30 Welcome and Overview
- 8:30 – 9:45 Pre-Assessment: Start, Stop, or Continue results, set focus areas for class.
- 9:45 – 10:00 Break
- 10:00 – 11:00 Ice Breaker with Personal Cognitive Styles (Learning and Affirmation Styles)
- 11:00 – Noon Inter-generational Skills
- Noon – 1:15 Lunch
- 1:15 – 2:30 Leadership Maturity Levels
- 2:30 – 2:45 Break
- 2:45 – 4:30 FourSight™ Mindset Reveal & Collaboration Model Leadership Powers
- 4:30 – 4:45 Wrap up

#### **Day 2**

- 8:00 – 8:20 Opening Statements, Questions, and Agenda
- 8:20 – 9:30 Leadership Presentations – How they applied what they learned (5-min. each)
- 9:30 – 9:45 Break
- 9:45 – 10:45 FourSight™ Collaboration Model & Creative Problem-Solving
- 10:45 – 11:00 Break
- 11:00 – Noon Creative Problem-Solving Exercise

- Noon – 1:15 Lunch
- 1:15 – 2:30 Leadership Power & Maturity
- 2:30 – 2:45 Break
- 2:45 – 3:30 Intro to EI – Find your Why - EI Index - I, We, Us, Them.
- 3:30 – 3:45 Break
- 3:45 – 4:30 Intro to MIT Design Thinking & Marshmallow Challenge
- 4:30 – 4:45 Wrap up

### **Day 3**

- 8:00 – 8:15 Opening Statements, Questions, and Agenda (5-minute Break)
- 8:20– 9:45 Creative Problem-Solving Presentations - Groups
- 9:45 – 10:00 Break
- 10:00 – 10:30 Intro to EI – Find your Why - EI Index - I, We, Us, Them.
- 10:30 – 11:00 AI Exercise
- 11:00 – Noon Positive Leadership Styles, Mentoring, and Coaching
- Noon – 12:45 Lunch
- 12:45 – 1:30 Strength Based Employee Mentoring Skills Exercise
- 1:30 – 1:45 Break
- 1:45 – 2:45 VIA Character Strengths
- 3:45 – 3:00 Break
- 3:00 – 4:30 Clifton Strengths for Managers & Team Exercise
- 4:30 – 4:45 Wrap up

### **Day 4**

- 8:00 – 8:15 Opening Statements, Questions, and Agenda (5-minute Break)
- 8:20 – 9:30 Leadership Discussion - How can each person apply what they learned (5 minutes each)
- 9:30 – 9:45 Break
- 9:45 – 10:30 Team Dynamics: High-Performance Team Formation
- 10:30 – 11:30 Team Charter Exercise
- 11:30 – Noon Team Dynamics: Team Decision Making
- Noon – 12:45 Lunch
- 12:45 – 1:45 Group Dynamics: Team Decision Making/Conflict and Controversy
- 1:45 – 2:00 Break
- 2:00 – 2:45 Group Dynamics: Finding Your Root Cause of Success
- 2:45 – 3:45 Group Dynamics: Team Exercise
- 3:45 – 4:00 Break
- 4:00 – 4:30: Review Leadership Profiles
- 4:30 – 4:45 Wrap Up







**“Leadership Skills for Boomers to Zoomers”**