

INCITE.

Performance Group



Personal Leadership Training Program

InCite Personal Leadership Training Program

Congratulations on being chosen to go through the Personal Leadership Training from InCite Performance Group. You have been chosen because someone believes you have leadership potential. This is a great honor but also a great burden. Being a leader means you are a person who is expected to have others follow you. That is a huge responsibility. It also is hard work. Getting others to follow is never easy and requires purpose and discipline.

This program will give you many of the tools necessary to become a great leader. Make sure to put the work into this program. If you read, study, participate in group discussions, watch all the videos, and apply what you learn, you will look behind you and see people following!

I wish you well!

Larry G. Linne

CEO InCite Performance Group

InCite Personal Leadership Training Program

Program Expectations

- *Read book sections assigned before every session.*
- *Make all meetings (this is a priority).*
- *Be active in discussion. Practice your leadership in the sessions.*
- *Apply learning and improve your leadership skills.*
- *Choose a mentor who models the leadership style you wish to mirror.*
- *Write down as much learning as possible to help with long term retention.*
- *Encourage others in the group and help them with their journey.*
- *Recognize that it is a privilege and an honor to be in this training. It does not entitle you to a position of leadership. It creates an obligation and responsibility to become a leader and to serve others.*

Name: _____

Signature: _____

Agenda

- Month 1 – Organizational Clarity
- Month 2 – Culture Management Clarity
- Month 3 – Ethics and Professionalism
- ❖ *First Quarter Mentor Meeting*
- Month 4 – Effective Communication
- Month 5 – Motivation
- Month 6 – Coaching and Mentoring
- ❖ *Second Quarter Mentor Meeting*
- Month 7 – Dealing with Change
- Month 8 – Owning the Job
- Month 9 – Conflict resolution / Handling tough employee conversations
- ❖ *Third Quarter Mentor Meeting*
- Month 10 – Time Management and Organizational Skills
- Month 11 – Implementation
- Month 12 – Decision Making
- ❖ *Fourth Quarter Mentor Meeting*

Topic Summaries

- **Organizational Clarity** – A company has to have clarity in some critical areas to move fast and be productive. Great leaders have clarity and they make it a focus of their leadership.
- **Culture Management Clarity** – A culture is the beliefs and behaviors that exist in a firm. Great leaders are hyper aware of the culture and are purposefully moving the culture toward an ideal and desired place.
- **Ethics and Professionalism** – These terms are commonly thrown around. Unfortunately, they are not very well defined and are considered quite subjective. Learning what a true professional does and identifying the ethics of being a leader are important to individual and organizational character.
- **Effective Communication** – Communication is typically the number one perceived negative issue in a business. Knowing what needs to be communicated and how to communicate are extremely valuable tools for a strong leader.
- **Motivation** – The energy of an organization will determine the ultimate outcome in productivity (results). A great leader inspires and creates energy by motivating people to be their best and/or become something they didn't even know was possible.
- **Coaching and Mentoring** – Great leaders help others become the best they can become. Coaching and mentoring is a part of that process and they are skills that require an understanding of human behavior and effective communication.
- **Dealing with Change** – Change is a given in business. Great leaders are able to organize change, motivate change, and make change effective.
- **Owning the Job** – Leaders should “act” like owners. A leader who takes full responsibility for the results of their job, will have others willing to follow them.
- **Conflict Resolution and Handling Tough Employee Conversations.** – Conflict is normal and can be very healthy. Delivering bad news to employees can also be a big challenge for most people. An effective leader has the tools and emotional intelligence to resolve conflict in a way that creates value for the organization and it will make the employees better in the process.
- **Time Management and Organizational Skills** – Leaders set the tone for the organization. The organization will follow the example of the leaders. Being highly organized and productive is an important attribute to model as a leader.
- **Implementation** – Getting results and moving projects and systems to execution is a primary high level value of a leader. Learning how to get projects executed with speed brings value to any organization.
- **Decision Making** – Most people do a terrible job of analyzing the elements of a decision and thus make poor decisions. Understanding how consequences fits into the decision making process is the first step to great decisions. Becoming a consequence based decision maker will speed up decisions and will increase company productivity.

Welcome and Orientation

- What would you like to achieve going through the Personal Leadership Training Program?
- What challenges do you believe you will face developing your leadership skills?
- Describe what you believe being a successful leader involves...
- What questions or comments do you have for the group/leadership?

Organizational Clarity

The Four Obsessions of an Extraordinary Executive

by Patrick Lencioni

Please read Part One and Two

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Organizational Clarity

Please watch Personal Leadership Training: Organizational Clarity

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Culture Management Clarity

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Culture Management Clarity

The Four Obsessions of an Extraordinary Executive

by Patrick Lencioni

Please read Part Three

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Culture Management Clarity

Please watch Personal Leadership Training: Culture Management Clarity

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Ethics and Professionalism

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Ethics and Professionalism

The Four Obsessions of an Extraordinary Executive

by Patrick Lencioni

Please complete the book

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Ethics and Professionalism

Please watch Personal Leadership Training: Ethics and Professionalism

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Ethics and Professionalism

First Quarter Mentor Meeting

- Review previous learning with mentor and ask for advice on how they perceive those issues.

- Ask mentor what other related leadership techniques they have used/implemented that are similar or related to these topics?

- Ask them if they have any advice specific to you on these topics.

- Ask them for any feedback about your personal skills and abilities in these areas that they feel will be a challenge for you? (Make sure to not make any comments or defend yourself on any criticism)

Effective Communication

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Effective Communication

The Way of the Shepard

by Kevin Leman

Please read Part One through Three

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Effective Communication

Please watch Personal Leadership Training: Effective Communication

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Motivation

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?
- What challenges have you had in implementing leadership traits?
- What success have you had in implementing leadership traits?
- What questions or comments do you have for the group/leadership?

Motivation

The Way of the Shepard

by Kevin Leman

Please read Part Four through Six

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Motivation

Please watch Personal Leadership Training: Motivation

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Coaching and Mentoring

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?
- What challenges have you had in implementing leadership traits?
- What success have you had in implementing leadership traits?
- What questions or comments do you have for the group/leadership?

Coaching and Mentoring

The Way of the Shepard

by Kevin Leman

Please read complete the book

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Coaching and Mentoring

Please watch Personal Leadership Training: Coaching and Mentoring

- What stood out to you in this video?
- What examples can you think of that reflect this topic in the workplace?
- What does it take for you to implement this concept into your leadership?
- What are you going to do with the learning today?
- Notes:

Coaching and Mentoring

Second Quarter Mentor Meeting

- Review previous learning with mentor and ask for advice on how they perceive those issues.

- Ask mentor what other related leadership techniques they have used/implemented that are similar or related to these topics?

- Ask them if they have any advice specific to you on these topics.

- Ask them for any feedback about your personal skills and abilities in these areas that they feel will be a challenge for you? (Make sure to not make any comments or defend yourself on any criticism)

Dealing with Change

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Dealing with Change

Make the Noise Go Away

by Larry G. Linne

Please read chapter 1 through 6

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Dealing with Change

Please watch Personal Leadership Training: Dealing with Change

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Owning the Job

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Owning the Job

Make the Noise Go Away

by Larry G. Linne

Please read chapter 7 through 12

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Owning the Job

Please watch Personal Leadership Training: Owning the Job

- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Conflict resolutions / Handling Tough Employee Conversations

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Conflict resolutions / Handling Tough Employee Conversations

Make the Noise Go Away

by Larry G. Linne

Please read complete the book

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Conflict resolutions / Handling Tough Employee Conversations

Please watch Personal Leadership Training: Conflict resolutions / Handling Tough Employee Conversations

- [illegible]

Third Quarter Mentor Meeting

- Review previous learning with mentor and ask for advice on how they perceive those issues.
- Ask mentor what other related leadership techniques they have used/implemented that are similar or related to these topics?
- Ask them if they have any advice specific to you on these topics.
- Ask them for any feedback about your personal skills and abilities in these areas that they feel will be a challenge for you? (Make sure to not make any comments or defend yourself on any criticism)

Time Management and Organizational Skills

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Time Management and Organizational Skills

Brand Aid

by Larry G. Linne

Please read chapter 1 through 3

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Time Management and Organizational Skills

- Please watch Personal Leadership Training: Time Management and Organizational Skills
- What stood out to you in this video?
- What examples can you think of that reflect this topic in the workplace?
- What does it take for you to implement this concept into your leadership?
- What are you going to do with the learning today?
- Notes:

Implementation

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?

- What challenges have you had in implementing leadership traits?

- What success have you had in implementing leadership traits?

- What questions or comments do you have for the group/leadership?

Implementation

Brand Aid

by Larry G. Linne

Please read chapter 4 through 6

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Implementation

- Please watch Personal Leadership Training: Implementation
- What stood out to you in this video?
- What examples can you think of that reflect this topic in the workplace?
- What does it take for you to implement this concept into your leadership?
- What are you going to do with the learning today?
- Notes:

Decision Making

Prior Month Review

- What did you observe or learn this past month that reinforced or challenged the teaching thus far in the program?
- What challenges have you had in implementing leadership traits?
- What success have you had in implementing leadership traits?
- What questions or comments do you have for the group/leadership?

Decision Making

Brand Aid

by Larry G. Linne

Please read complete the book

- What did you learn in the book this month?

- What do you think you will do to improve yourself as a leader pertaining to what you read?

- What challenges do you think you will run into when implementing what you learned?

- What outcomes do you want to accomplish after you implement these ideas?

Decision Making

- Please watch Personal Leadership Training: Decision Making
- What stood out to you in this video?

- What examples can you think of that reflect this topic in the workplace?

- What does it take for you to implement this concept into your leadership?

- What are you going to do with the learning today?

- Notes:

Decision Making

Fourth Quarter Mentor Meeting

- Review previous learning with mentor and ask for advice on how they perceive those issues.

- Ask mentor what other related leadership techniques they have used/implemented that are similar or related to these topics?

- Ask them if they have any advice specific to you on these topics.

- Ask them for any feedback about your personal skills and abilities in these areas that they feel will be a challenge for you? (Make sure to not make any comments or defend yourself on any criticism)

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