

YOUR TEAM LEADER TOOLKIT

LEADERSHIP KICKSTART

Do any of these sound familiar?

- Difficulty transitioning from buddy to boss
- Constant change and conflict
- Lacking in inspiration and/or motivation
- Avoiding dealing with poor performance issues
- Unsure how to feedback and coach well
- Team un-cohesive
- Struggling to build rapport
- Dealing with demands of a diverse workforce

What are the Leadership 'Must Haves'?

1. Influencing others
2. Inspiring Loyalty and Trust
3. Coaching for Results
4. Collaborating within and across teams
5. Managing Work and Resources
6. Leading Teams for Improved Performance

GO, LEADER, GO!

Have you appointed a promising member to a first time leadership position and found they flounder rather than flourish?

For the new leader, the excitement of the challenge can be coupled with a fear of failure. While each business is unique, the challenges presented when leading others seem fairly consistent. We have heard from clients, not surprisingly that where their new leaders need the most help is with their people leadership skills.

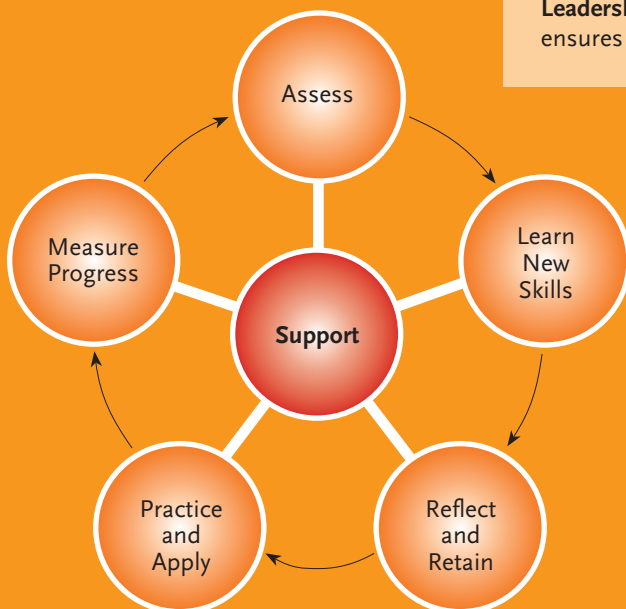
LEARNING BY MISTAKE?

Often, the hardest thing to master when less experienced, is knowing how to deal with other people! Unfortunately the reality for many up and coming leaders is that these skills are often learnt through trial and error and with little support. Smart businesses realise that a planned approach to leadership development early on, brings real and ongoing rewards for both the leader and the organisation. So, rather than mopping up the aftermath of reduced productivity, turnover and low morale that comes with unskilled people leadership, Sheffield offers your leaders **Leadership Kickstart**.

FAST TRACK SKILLS

The **Leadership Kickstart** series focuses on the Leadership 'Must Haves' for people leaders. Learners are fast tracked to be more effective in their current role and ready for the next step in their leadership challenge. From authentic self leadership to being a leader that inspires and motivates others to follow - leaders emerge with the foundational skills they require.

Leadership Kickstart takes a full circle approach to development which ensures that theory becomes reality in record time.



HOW IT COULD WORK IN YOUR ORGANISATION

- Individual assessment based on the success profile for people leaders (pre course)
- Group learning workshops held every two weeks or once per month
- Knowledge checks between workshops to solidify new learning
- Mini projects to actively learn and build experience
- Bi-monthly one to one coaching sessions tailored to individual development goals
- Peer network support throughout course
- Measurement of progress via individual re-assessment within 6-8 months of course completion.

WHERE DO I FIND OUT MORE?

Contact your OD Consultant at Sheffield Ltd on
09 377 3119 or shona.wilson@sheffield.co.nz
on 09 367 1527

Below is a sample of the course content included in Leadership Kickstart. Some customisation can be made to suit individual business requirements.

Getting Started in Leadership: It's an exciting day in the workplace when an individual is recognised with a promotion to the leadership ranks. Unfortunately that stellar individual contributor isn't magically transformed into a successful frontline leader overnight. This course arms new leaders with the knowledge and skills they need to confront the challenges associated with getting their footing - and getting results more quickly - in their leadership role.

Achieving your Leadership Potential: Do your leaders treat development of their leadership skills as something to do if 'time permits'? This course helps leaders link their development to personal satisfaction and the organisation's goals, values, and strategic direction. A three-step process - Diagnose, Plan, and Execute - helps learners stretch their capabilities and accelerate their leadership development.

Interaction Skills for Success: Did you know that everyone has two kinds of needs during any interaction: personal and practical? Improving people's interaction skills will improve the way your people think and act. This course presents the basics on how to work well together, reduce wasted time, lessen conflict, and influence interactions in a positive way.

Valuing Differences: Everyone looks at things in a unique way. Valuing Differences gives people effective tools for appreciating others' unique perspectives, understanding people's inherent differences, and collaborating in a mutually beneficial way.

Working Through Conflict: When differences cause people to become angry and closed-minded, the resulting conflict has a negative effect on quality, productivity, cooperation, and communication. This course discusses how to manage conflict by dealing with differing ideas, interests, or perceptions.

Improving Personal Productivity: Lost profits, unfinished or late projects, abandoned initiatives, personal inefficiencies, and dissatisfied or neglected customers. Such operating inefficiencies can mean the difference between success and failure. Improving Personal Productivity gives employees the skills they need to increase their productivity and decrease their stress levels.

Building Trust: Trust is the responsibility of each individual - no exceptions. When it's there, you feel it. In a trusting environment, you see more teamwork, partnering, and productivity. This course gives you hands-on, proven strategies for building trust in the workplace.

Feedback Fundamentals: Feedback Fundamentals helps employees use feedback to enhance their job performance and ensure their success. Feedback isn't criticism! Once people understand that feedback is valuable, usable information, real performance improvement begins.

Influencing Others: Often employees need to influence people over whom they have no formal authority. Their skill at influencing others often determines the success or failure of their efforts. This course helps participants create and follow a plan for influencing others.

Setting Performance Expectations: This course helps leaders drive performance and accountability by helping people understand what is expected of them and gaining their commitment to achieving it. When leaders can discuss performance expectations effectively, people feel more motivated to do well because they see how their efforts make a difference.

Making Effective Decisions: In today's flatter organisations, employees who can make sound decisions quickly have the power to significantly reduce their organisation's costs and enhance competitiveness. This course helps employees master a systematic approach to making better decisions that will result in more effective performance.

Adapting to Change: If people cringe, withdraw, or rebel when a change in routine is mentioned, there is a solution. This course develops the confidence and skills needed to face change and welcome it as an opportunity to grow and learn.

Launching a Successful Team: Starting a new team, taskforce, or work group, or restarting a floundering team, is the focus of this course. Leaders learn the process of setting team goals, ground rules and other important elements of a successful team. The course provides practical, actionable tools to help members stay on track, avoid the problems that plague many teams, and achieve success.

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