



# MAXIMISING YOUR LEADERSHIP POTENTIAL PROGRAMME

## Group Session 1

### LEADERSHIP NOW

#### *What does it take to be a successful leader?*

**Three-hour session on expectations and behaviours of successful leaders.**

- Expectations of a Leader: what do your teams, colleagues and leaders need from you now? Do you help your people to meet challenges or try to solve all the problems yourself?
- How to build (and lose) trust and psychological safety.
- The leader as coach: listening to learn and learning to listen.
- Coaching models to get to the heart of the issue quickly.
- Situational leadership: when isn't coaching appropriate?
- Giving and receiving feedback.
- Transactional analysis model to predict and change behaviour.
- The myth of confidence: it's a rear-view construct only. How to act as if you are confident and plan for success.

## Group Session 2

### YOUR LEADERSHIP CAREER

#### *How do you show up as a leader?*

**Three-hour session on leadership signatures and potential derailers.**

- Contemporary 'new long life' career theory - what's your next patch of safe ground?
- Blind spots: what is obvious to everyone else but you can't see?
- What's your contribution, your 'highest and best use'? Is this what you are known for now, if not what will you do about it?
- Your brand - what do people say about you when you aren't in the room?
- How do you compare to a high performer in the role you are in now or aspire to next. What are the gaps and how will you bridge them? What support do you need?
- What got you here won't get you there: when your towering strength develops a shadow (such as perfectionism, control, not bringing people with you).
- Common leadership derailers - captain fantastics and mother hen managers. What do you need to dial up or dial down?
- Building a strong and diverse network to get feedback and challenge your perspective.

### Group Session 3

## MANAGING TIME, TALENT AND ENERGY

### *Does how you spend your time reflecting your priorities?*

**Three-hour session on managing time to ensure their priorities are met and that they remain resilient.**

- Their priorities and when they find time to achieve them.
- Drag: the chronic friction that slows down organisations. What's their causes of drag?
- Flow: why it is crucial for productivity and how to create the conditions to achieve it.
- Lawn-mower leaders: why 'clearing the path' - managing bottlenecks in the workflow - is an important part of contemporary leadership. Do they clear complexity or add to it?
- Minimising distractions and clustering tasks to enhance productivity.
- Discussion of how to improve meetings and email use.
- Creating space to think, innovate and problem-solve.
- CBT models to improve resilience and manage negative thinking.
- Grit - the importance of passion and perseverance.

### Group Session 4

## COMMUNICATING YOUR VISION

### *How do you bring people with you?*

**Final three-hour group session on personal impact and persuading others to your point of view.**

- You have a great idea and it should be obvious to everyone that this is the way forward. But is it obvious? Why not?
- How to build purpose and meaning so that other people are motivated to follow your lead.
- Balancing advocacy with inquiry - when to sell and when to listen.
- Confirmation bias: when did you last change your mind?
- Individual differences: adjusting communication to different needs and being aware of neurodiversity in your team.
- Hooking them in - how to present a compelling vision.
- Personal communication: PowerPoint, speaking and presenting skills.
- Stakeholder management: mapping your network and spending time where it counts.

### Individual Sessions

## EXECUTIVE COACHING

**Three 90-minute one-to-one coaching sessions follow each Group Session to deep dive into their personal goals and derailers with a fourth after three months to review their action plan.**

They provide a confidential, objective space to think and discuss any issues that arise over the programme.

- Where do they want to get to, and what's getting in their way?
- Any blind spots?
- Are there consequences of not changing?

## YOUR FACILITATOR

**Leadership Coach Zena Everett is the author of *Mind Flip: Take the Fear of your Career and The Crazy Busy Cure*.**

She has coached on the Executive MBA Programme at Oxford University's Said Business School and is an Associate for the executive education departments of Henley Business School.

Zena is a popular speaker on Crazy Busyness for the London Business Forum.



**What did previous participants find most helpful?**

*"The individual coaching sessions were invaluable and increased my self-awareness and helped focus my attention on the priorities."*

*"Picturing what someone who's 'nailing' my role would do - this was my personal favourite and one I use all the time."*

*"Most helpful were some of the frameworks presented to me to have practical conversations with my peers and teams around leadership, example being the transactional analysis model. I also found the 'visioning' part of the last session very helpful as this is an area I need to focus on."*

*"The session on managing time, talent and energy was very useful to me... to look through this through a more objective lens (and being more forceful in saying 'No') has been invaluable."*

*"The one-to-ones were also extremely valuable to me, very much helping me to look deeper in myself."*

*"You got me thinking, you asked me the straight questions, you raised my self-esteem, you made me feel better - every time. Thank you."*

*"The learnings helped us to make real changes in real-time."*

