

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

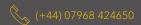
YOUR LEADERSHIP CAREER

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.

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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."