

PROGRAM 4

Highly Effective Personal Performance – Detailed Agenda

Day 1		
THE BEING OF LEADERSHIP		
AM	CONNECTING TO PURPOSE & PROGRAM OVERVIEW	<ul style="list-style-type: none">• Overview of the program and the program objectives• Exploring the current environment and mindset that will grow influence and support success• Understanding the importance of purpose and setting personal objectives for the program
	UNDERSTANDING SELF	<ul style="list-style-type: none">• The importance of understanding self to improve communication and build effective relationships.• The importance of Emotional Intelligence• HBDI theory and Personal Profile• Exploring HBDI personal profile and how this supports and hinders at work
PM	DEVELOPING YOUR PERSONAL BRAND	<ul style="list-style-type: none">• Understand what a personal brand is, what makes it and how it serves at work• Individual work on the different elements of your personal brand
	BUILDING TRUST AND RELATIONSHIPS	<ul style="list-style-type: none">• Understanding the importance of trust and what builds it• Assessing own levels of trust• Mapping relationships which are key to success and identifying where they need to be strengthened and what will be done

Day 2		
THE DOING OF LEADERSHIP		
AM	WALK OF KNOWLEDGE	Review of key learnings from day one and set up of the day
	SYSTEMS AND INFLUENCE	An experiential exercise will create an understanding of how individuals at all levels influence the system and link back to individual HBDI and how whole brain thinking will support success
	THE LEADERSHIP MIND SET	Relating back to the exercise to provide a tool that shapes a leadership mindset and can be used for tactical and strategic application
	CREATING THE CONDITIONS FOR SUCCESS	Exploring the different elements that a leader has to consider and provide to create success for self and teams
PM	APPLYING THE TOOLS TO A SPECIFIC PROJECT	Participants will be shown how the two tools together create the Organisational Leadership Architecture. The participants will then apply their learning to a specific work project.
	INFLUENCING SKILLS	A detailed look at influence and the skills needed. The power of asking questions and listening will be explored and practiced
	DIFFICULT CONVERSATIONS	The skills needed to have the difficult conversations: managing emotions and standing in the other's shoes will be explored and practised

Day 3		
CREATING THE CONDITIONS FOR PERSONAL SUCCESS		
AM	WALK OF KNOWLEDGE	Review of key learnings from day two and set-up of the day
	STRATEGIES FOR MANAGING CHANGE	<ul style="list-style-type: none"> Exploring what coaching is and how it can be used to support development of others and self through a simple model. Understanding the emotions of change and strategies for managing them
	BUILDING RESILIENCE PART 1	A definition of resilience and exploration of the key elements involved, with an in depth look at the concept of recovery
PM	BUILDING RESILIENCE PART 2	<ul style="list-style-type: none"> The principles and benefits of mindfulness Mindfulness practice Resilience self-assessment and action planning
	ADJUST PROJECT PLAN AND RELATIONSHIP ACTION PLAN	An opportunity to apply new learning and insights to the project plan and be coached by fellow participants
	MY LEADERSHIP DEVELOPMENT PLAN	<ul style="list-style-type: none"> Participants go back to the goals they set on day 1 to adjust/update based on learning and set a clear development plan for themselves as leaders and influencers Set-up for post program actions and coaching as applicable