

Leadership Bootcamp

Sample Program Overview



Program Overview

Company Awesome Sauce (CAS) is committed to preparing our future leaders and making a commitment to their personal and professional development.

The PRC Leadership Bootcamp program is an "invitation only" 12-week program that incorporates skill building and experiential leadership workshops, insightful book reads, powerful self-assessment tools, CAS case studies, group coaching, online progress measurement and presentations by CAS subject matter experts.

The program will conclude with a graduation ceremony with success stories and "wins" shared by participants and their managers.

The goal of the program is to provide our future leaders with the tools, resources and experiences that will position them for success.



Outline of Leadership Bootcamp Program

1. Complete a skill and confidence level leadership assessment with the participant and their manager. Compare ratings, discover opportunities, align around development goals.

KICK OFF EVENT: 2 HOURS

1. Introduction to program, expectations and requirements
2. Assign coaching triads
3. Review technology to be used – How to access homework, handouts, videos and our cloud-based feedback and measurement platform.
4. Finalize leader goals and development plan on feedback platform, choose supporters and get started!

Weeks 1-3

Module 1: Managing at Company Awesome Sauce

2 Full Days • 9am-4pm

PRE-WORK:

- Complete Everything DISC for Managers Assessment.
- Leadership Book Read: Dare to Lead – Part One

DAY 1

- CAS Vision/Values
 - The role of values
 - What it means to live out CAS vision and values in our day to day interactions as managers
 - CAS case studies
 - How to talk about vision and values with our teams
- Understanding the Key Expectations of a CAS Manager
 - Introduce The CAS Leader Expectations
 - Get Shit Done – workflow, quality, productivity, time management, directing and delegating
 - Show Up – mindset shift, team mentality, EQ/DISC, make the weather, client relations, making choices/ decision without being told what to do (see something, say something)
 - Manage People – talent management and performance management, coaching, goal setting, expectations, feedback, hiring, firing, one-on-ones

- Moving from Bud to Boss – gaining respect as a new manager
 - New manager mistakes and how to avoid them
 - The shift from “me” to “we”
 - The manager makes the weather – attitude is everything
 - SME presentation

FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Leadership Book Read: Dare to Lead – Part Two

DAY 2

- Managing Your Productivity
 - 8 steps to effective delegation
 - Priority management
 - Time management
 - Monitor time tracking for profitability
- The Importance of EQ
 - Knowing myself as a manager using DISC
 - Building a resiliency mindset – The ABCs of self-management
- Commitment plan

COACHING AND FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Debrief insights and application goals with Manager
- Group Triad Coaching Session #1 with Executive coaches

Weeks 4-7

Module 2: Hiring, Managing and Retaining our Top Talent

2 Full Days • 9am-4pm

DAY 1

The CAS Talent Management and Development Process

- Understand the hiring process and how to use scorecards
 - Asking great interview questions
 - Using the STAR method of interviewing
 - Interviewing practice
- Goal setting at CAS
 - Why goals matter
 - Leverage 30, 60, 90 new/career milestones, time change
- Communicating expectations and intentions
 - Discussing job and performance expectations
 - Agreeing on behavioral expectations
- Having effective and empowering 1-on-1s
 - Managing the flow
 - Knowing where to focus, setting intentions and creating outcomes
 - Practice: 1-on-1 discussions

FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Leadership Book Read: Dare to Lead – Part Three

DAY 2

The CAS Talent Management and Development Process

- Goal Setting
 - How to build alignment and commitment through collaborative conversations
 - Having cascading conversations
- Directing and delegating using DISC
- Building a feedback culture
 - Providing feedback up, down, across
 - Addressing different styles
 - Asking for feedback regularly from your employees
 - SME presentation and activity
- Tower Power activity
- The leader as coach
 - Building the coaching relationship and dialogue guidelines
 - How to develop individual coaching plans for employee success
 - Knowing when to coach and when to direct
 - Using the GROW model of coaching
 - Developing your team using DISC

COACHING AND FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Debrief Learning with Manager
- Group Triad Coaching Session #2 with Executive coaches



Weeks 8 & 9

Module 3: Managing Team Performance

1 Full Day • 9am-4pm

- Identifying high performers/high potentials
 - Managing your top performers and keeping them engaged
 - Recognizing skill gaps and how to address them
 - Having competency conversations
- Addressing underperformance
 - Learning CAS's improvement plan process and how to manage effectively
 - When to get your manager involved
 - How to have performance improvement plan discussions
- Having an effective performance review conversation
 - CAS expectations and process
 - Performance review dialogue guidelines
- Building a business case for promotions and understanding the process
 - Review the promo process

FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Leadership Book Read: Dare to Lead – Part Four



Weeks 10 & 11

Module 4: Techniques for Building a Strong Team

1 Full Day • 9am-4pm

PRE-WORK

- Complete the Five Behaviors Personal Development Assessment

AM SESSION

- Building team engagement and trust using the Five Behaviors model
 - Building trust
 - Engage in productive conflict
 - Gain commitment and alignment
 - Practice accountability
 - Experience collective results

PM SESSION

- Understanding the Progress Principle (with research from Teresa Amabile)
 - Use the daily progress checklist
- Fostering a recognition culture on your team
 - What we know about motivation – (research from Daniel Pink)
 - Using DISC to build a motivational culture on your team

COACHING AND FOLLOW UP:

- Reflection/Journaling in cloud-based feedback platform
- Debrief Learning with Manager
- Group Triad Coaching Session #3 with Executive coaches

Week 12

Graduation

2.5 hours

- High level review of program topics and how they are applying them day to day
- Review of progress based on feedback
- Graduation celebration!

