



***Management &
Leadership
Effectiveness***
Courseware

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THE LEADING EDGE OF LEADERSHIP

Are you an accomplished professional who has proven significant Leadership ability in your career? The WeSkill Leadership program could be the best next step in your career.

WeSkill's innovative Leadership program provides an in-depth foundation in established Leadership principles and practice. This challenging program focuses on personal values and behaviors, immediate and continuing improvement of concepts and applied Leadership skills, added insight into the many elements of Leadership, and the creation of a personal philosophy of Leadership.

The program is designed to work in harmony with the busy lives of professionals who are fully engaged in their career and their personal life. The program blends online courseware with peer reinforcement to facilitate a face-to-face interaction in which Leaders can engage in the exchange of ideas, experiences, and visions.

Classes in WeSkill's Leadership program cover: The Leader with a commitment to a vision; the Leader as a motivator and a communicator of ideas and expectations; the persistence to see any challenge through, even in extremely unfavorable situations; the Leader as conflict manager; the Leader as counselor, coach, peacemaker; the Leader as situational manager; and the Leader's coaching relationships with peers.

WeSkill's Leadership program is the means by which Leadership is translated into action and sustained until success.



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COMMITMENT

Being a Leader requires you to have commitment and get it from others. To succeed, you have to practice your commitment to a number of things. These include: your customers; your organization; the results you are accountable to achieve; and the people who report to you. Basically, your commitment requires two things. First, you have to believe in something to give you a sense of direction. Without something of importance to fundamentally buy into—without that guiding force—you lack the ability to commit.



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SETTING EXPECTATIONS



Your job, as a Leader, is for your team, and the individuals on that team, to succeed. To set the stage for that success, your people need to know what's expected of them. Their ability to perform directly correlates with your ability to communicate your expectations. Without direction and expectations, no one knows what their position is or what is expected of them in order to help their organization succeed.

When you set clear expectations, you are setting the foundation that is necessary to help your people focus on meeting your expectations and succeeding. And, success is the most useful outcome to keep people loyal to you and your company.



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PAYING ATTENTION

As a Leader, paying attention is about using your powers of questioning, listening, and observing to increase the effectiveness of your team. It's about observing to see how your people work together and how effective current processes are to your business. Paying attention is a combination of asking, listening, and learning. It's about being engaged.

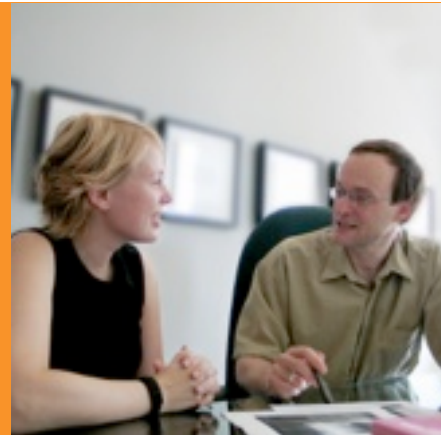
Want to really prove you're paying attention? Take actions based on your observations, questioning, and listening. When your people feel that they're not only being heard, but that their ideas are also being implemented, you earn their commitment and trust, and your ability to influence skyrockets.



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FEEDBACK



One of your responsibilities as a Leader is to provide feedback. That's a dreaded thought, isn't it? Think about it. When someone says, "Can I give you some feedback?" you automatically think it's going to be negative, right?

Leaders often avoid giving feedback because of the potential for conflict and negativity that can often surround the process. Instead of looking at feedback in a negative light, you have to begin to see it as a tool that, when used effectively by Leaders, can correct behaviors and steer your people in a positive direction.



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DELEGATE

Do you have more work than you can handle? Do you feel like there aren't enough hours in the day? If you're feeling this pressure, you may be succumbing to doing too much yourself. An effective Leader is less of a "doer" and more of a facilitator of others who do the work.

Your role is continually shifting from being an individual contributor to focusing on larger issues like your vision and strategy. When you don't delegate tasks effectively, you're not only utilizing your time poorly, but you are also limiting the amount of success you could be achieving through delegation to others.



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REWARDING SUCCESS



One simple fact about human behavior is that people do what they think gets rewarded. And, they are willing to exert the effort if they feel they will get something of value in return. As a Leader, it is your responsibility to do the right things yourself and to get as many people to do the same. One of the most valuable tools to use in that effort is the rewards and incentives you provide your employees.

By putting rewards and incentives into place, you'll create an atmosphere where people want to exert their maximum effort, and you'll see maximum results!



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MANAGING DISRESPECT

Real life points out that all things aren't positive. There are people who will undermine the commitment you've built if you allow them to. Disrespect comes with the territory of being a Leader, but it's how you handle and manage that disrespect that makes you a GREAT Leader.

Disrespect has many different shapes and forms. One person's disrespect can easily spread to others and infect, or undermine, what it is you are committed to. The key to proactive management is: first identifying it and then properly addressing it in order to mitigate its impact and effect.



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MOJO



Employee satisfaction has hit bottom. And the way most companies try to improve employee satisfaction [and] engagement is they do these programs - "What are we going to do to help you find happiness and meaning at work?" The whole idea of the book is completely different. Instead of saying to the employees, "Here's what we're going to do to help you find happiness and meaning at work," challenge the employees to ask themselves the question, "What are you going to do to find happiness and meaning at work?"



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INFLUENCE UP

One of the biggest challenges to being a Leader is influencing those above you that may have more power and authority. There is much truth in the statement that the amount of power you have with your own direct reports is directly related to how much power they feel you have with your manager. Therefore, influencing up effectively, with enough frequency, helps immensely when you're leading your team.

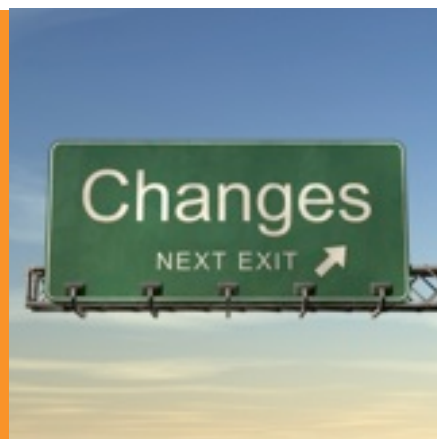
Before attempting to influence those above you, you have to set a foundation for success.



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IMPROVING SELF



“Change is good.” “Let’s make a change.” “Why can’t you just change?” We’ve all heard the saying, “The only constant is change.” Your ability to grow and succeed as a Leader depends on your ability to change behaviors for the better. As everything around us changes, we should not let ourselves fall behind.

So, why is it so hard for us to make a change in our behavior? Why do people give up once they’ve started?



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PEER COACHING

A process called “peer coaching” is one of the more promising innovations to come along in recent years. Peer coaching creates an equal partnership between you and one of your peers. You become partners in the coaching process. Each of you takes turns being both the coach and the one being coached. The process creates a collaborative effort that accelerates your development as a Leader.



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EFFECTIVE MEETINGS



Meetings are a part of the business world, but most people dislike and even dread them. It's all because *most* meetings are not effective. So the question is: As a Leader, how do you hold effective meetings that lead to results?

This class unlocks the keys to holding and participating in meetings that are efficient and results driven.



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LEADERSHIP NETWORKS

As a Leader, you know more than anyone else that your organizational chart doesn't really capture how work gets done in your company. In business today, it's not your title that will bring you power so much as it is your social capital. Your ability to positively influence change, using your social capital, will have a big impact on your effectiveness as a Leader.

It's important to understand the different types of networks you have and their roles. When you do, you'll be able to leverage your resources and strengthen your social capital.



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