

# Checklist

Please place a check on the top three areas that would most benefit your leadership team.

- Understand Your Leadership Style:** Explore how your leadership style affects your workplace relationships and the priorities that drive how you interact with others at work.
- Master Your Time:** We all face a daily dilemma: too much to do and not enough time to do it. Time management concerns how we resolve that dilemma. Identify habits and discover the issues related to getting more done with less time.
- Change Management - Innovation:** Innovation is one of the most commonly hailed business initiatives to link improvement and change strategies. Learn a structured process for planning and implementing change that is remarkably easy to implement.
- Improve Performance:** Learn how to take the team's performance to the next level by crafting a unique job performance document. Learn a step-by-step method to achieve goals.
- Build Teamwork:** Each person on your team has unique and valuable talents. Learn how to build your team, increase performance, and ultimately bring each team member more enjoyment in their job.
- Delegation:** Increase productivity and bench strength with the skill development opportunities that delegation provides. Spend more time thinking strategically and less tactically.
- Coaching:** Learn a best practices process for coaching that will help improve your team's performance. Learn to build relationships that motivate your staff to perform at the highest level of competency.
- Resolve Conflict:** Handling difficulties with others in a style that reflects care, strength, and respect can resolve almost anything. Form an action plan of how to show respect to coworkers, and talk about differences and difficult issues in the workplace.
- Select and Retain Your Top Performers:** Selecting new employees is time-consuming and expensive – so it's pretty important for you to get it right. You will learn how to apply measurement-based candidate screening tools to select and retain the right people.
- 360 Degree Feedback:** Receive feedback about your leadership by individuals who know and have had the opportunity to observe you in the work setting based on eight universal management competencies.
- Vision:** Explore how vision is a condition that is imagined - a future state in which the organization or team creates something of unquestionable value, serves customers in unparalleled fashion, or reinvents the way it does business.
- Alignment:** Gaining and maintaining alignment is a critical role for leaders at all levels. Alignment requires attention to upward, downward, and lateral communication. Leaders in certain positions may need to use more time and energy to maintain alignment at all levels.
- Execution:** Execution is making the vision a reality. The leader must make sure that all conditions are in place so everyone can do the work necessary to fulfill the vision.