High-Performance Leadership

from Control to Empowerment



KENT HUTCHISON

HELPING IMPROVE PRODUCTIVITY & PROFITABILITY
THROUGH EMPLOYEE DEVELOPMENT

CjB

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High-Performance Leadership

From Control to Empowerment

As you prepare to compete in the chaotic and challenging environment of today, there is no more significant theme than leadership. Take a moment to think about the word *"leadership."* What does it mean? What feelings and images does it arouse inside of you?

Leadership is a vibrant and meaningful word, and It stirs up a sense of idealism, excitement, hope, and courage. It is a word that should inspire you to be your best. Leadership is a word that most associate with the finest and most influential among us.

So most believe that the topic of leadership is exciting. Perhaps most interesting is that you know that your organization has excellent leadership potential among its employees at all levels. Our goal is for you to learn that it is not necessary to change the world or become a household name to become a great leader.

It means that you can be a positive influence on those around you. Also, you can create an organization founded on the vision of an ideal and that you can create conditions that encourage others to rise above mediocrity and perform at their best. The objective of this program is to understand the foundation principles of leadership and practice them within your work community. It does not matter whether you supervisor or lead a staff of two or a nation of millions; the principles are the same.

This program is our attempt to distill the topic of leadership to a coherent set of principles and practices that few would challenge or dispute. It is up to you, through self-reflection, to decide how much you want to grow and change your leadership ability and practices. If you desire, then this program gives you the tools to accomplish that objective.

Known for high-performance management, leadership, and team workshops, all programs offered by the C.J. Baxter Group are *customized* to meet the individual needs of each respective organization. **C.J. Baxter Group** does not use the *"off-the-shelf one-size fits all"* training approach.

Contact us today to schedule a no-obligation consultation.

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A partial list of clients who have turned to us for their customized leadership development needs includes:

DuPont, Ashland, bp, Mason Construction, SFA, Texas A&M Forest Service, Sam Houston State University, Firestone Polymers, TREY Industries, City of La Marque, Texas Department of Transportation, McNeese State University, ExxonMobil Refining & Supply, A&A Machine & Fabrication, SOWELA Technical Community College, ARLANXEO Performance Elastomers, A-C-T® Smith Sawmill Service, PORTACOOL



Modules / Topics

- Principles of Leadership
- Practices of Empowering Leaders
- The Five Leadership Roles
- Leadership Practices: Self-Assessment
- Personal Productivity
- Fundamentals of High-Performance Teams
- Performance Expectations
- Empowering Others for Success

Program Objectives

- Recognize yourself as a leader
- Understand the practice of empowering leaders
- Commit to lead "from the balcony"
- Find a balance between the 5 Leadership Roles
- Improve personal productivity and use of time
- Understand the fundamentals of teams and leadership within a team environment
- Establish clear performance expectations and develop the ability to confront poor performance
- Become a leader who empowers others

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Module 1
Principles of Leadership

OBJECTIVES:

- The importance of leadership in achieving long-term organizational success
- The five myths of leadership
- The difference between leadership and management
- The difference between controlling and empowering leadership styles

OUTLINE:

1. Introductions & Expectations
2. Challenge of Business Survival
3. Exercise: Leadership is….
4. Myths of Leadership
5. Management vs. Leadership
6. Two Kinds of Leaders
7. Personal Application & Conclusion

TOTAL TIME: 2 ½ hours

Module 2
Practices of Empowering Leaders

OBJECTIVES:

- Empowering leaders have a driving passion for realizing their vision
- Empowering leaders build and sustain trust with their followers
- Empowering leaders unleash the commitment and motivation to their followers
- Empowering leaders are social and organizational architects
- Empowering leaders act from positive beliefs about people and situations

OUTLINE:

1. Overview
2. The Vision of Your Organization
3. Practice #2: Trust
4. Practice #3: Unleash the Motivation and Commitment
5. Practice #4: Social and Organizational Architects
6. Practice #5: Acting from Positive Beliefs About People and Situations
7. Selecting Empowering Beliefs
8. Personal Assessment

TOTAL TIME: 2 ½ hours

Module 3
The 5 Leadership Roles

OBJECTIVES:

- The three core elements of team effectiveness
- The five roles of leadership
- The appropriate balance among the five roles
- How to lead "from the balcony"
- How to use a set of diagnostic questions to lead "from the balcony"

OUTLINE:

1. Overview of Program
2. Introduce the Team Model
3. Leadership From the Balcony
4. Future State of your Organization
5. Adding Value From the Balcony
6. Introduce 5 Leadership Roles
7. Application

TOTAL TIME: 2 hours

Module 4
Leadership Assessment

OBJECTIVES:

- Understanding your strengths and weaknesses as a leader
- Assessing yourself in the five leadership roles
- Knowing how others view you in your organization
- Developing personal improvement plans

OUTLINE:

1. Overview
2. Leadership Practices: A Self-Assessment
3. Scoring and Plotting the Survey
4. Assessment Categories
5. Profile Analysis
6. Improvement Planning

TOTAL TIME: 2 ½ hours

Module 5
Personal Productivity

OBJECTIVES:

- How you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and the urgent and how to schedule time for the important
- To set professional goals to guide your use of time
- A systematic approach to managing daily events

OUTLINE:

1. Pre-work (Complete time log for three days)
2. Overview of Module
3. What is Time Management
4. Are We Running a Fire Department
5. Time Log Evaluations
6. Barriers to Time Management
7. Present Time Management Matrix
8. Personal Application
9. Summary

TOTAL TIME: 2 hours

Module 6
Fundamentals of HP Teams

OBJECTIVES:

- The definition of High-Performance team and how it differs from traditional workgroups
- The three elements of High-Performance Teams
- Four types of teams
- The stages of team development

OUTLINE:

1. Overview
2. Introduction to Teams
3. High-Performance Teams
4. The Team Model
5. Four Kinds of Teams
   Stages of Team Development

TOTAL TIME: 2 ½ hours

Module 7
Performance Expectations

OBJECTIVES:

- Learn to confront behavior that fails to meet your expectations
- Understand the importance of discipline and conformity in building high performance
- Develop a set of non-negotiables for those whom you lead
- Practice the skill of harnessing harmful behavior
- Apply the skill to back-home situations.

OUTLINE:

1. Program Highlights and Objectives
2. Harnessing Harmful Behavior
3. Non-negotiables
4. The Skill
5. Practicing Harnessing
6. Application

TOTAL TIME: 3 hours

Module 8
Empowering Others

OBJECTIVES:

- The difference between commitment and compliance
- How leadership changes to create commitment
- The four principles of empowerment
- The elements of empowerment
- A matrix for identifying what people need to be empowered
- A dialog to transfer power to others
- A model of situational leadership

OUTLINE:

1. Overview of Module
2. Compliance to Commitment
3. Principles of Empowerment
4. Information Sharing
5. Sharing Responsibility
6. Elements of Empowerment
7. Empowerment Matrix
8. Empowerment Dialogue
9. Situational Leadership
10. Program Summary

TOTAL TIME: 2 ½ hours



Available for leadership & team retreats, strategic planning sessions, and event keynote programs.

KENT HUTCHISON

WORKSHOP LEADER ★ FACILITATOR ★ TRAINER



Leadership Is About **RELATIONSHIPS**





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