

EXECUTIVE LEADERSHIP TEXT OUTLINE

THE CHALLENGE

- Leaders
- Valueship
- Core Values
- Identifying Values

TRANSFORMING THE ORGANIZATION

- Vision
- Communicating the Vision
- Change
- Resistance to Change
- Leading During Times of Change
- Alignment

GOAL PLANNING AND ACHIEVING SYSTEMS

- Creating Balance
- Personal Goal Achievement
- Organizational Goals
- The Principles of a Successful Plan
- Different Types of Goals
 - Short-Range Goals
 - Long-Range Goals
 - Tangible Goals
 - Intangible Goals

TURNING GOALS INTO SUSTAINED SUCCESS

- Effective Planning
- A Solution for Every Obstacle
- Self-Motivation and the Courage to Act
- Strategies for Positive Growth

EXECUTIVE LEADERSHIP TEXT OUTLINE

LEADERSHIP AND YOU

Leadership Responsibility
A Framework for Understanding
Understanding Human Potential
The Choice is Yours

FORMAL LEADERSHIP

A Concept of Leadership
The Leader as Visionary
The Leader as Coach
The Leader as Mentor
The Leader as Director
Authority and Power

COLLABORATING FOR RESULTS

The Benefits of Collaboration
Sharing for Common Goals
Rules for Collaboration
The Three “C’s” of Collaboration
Obstacles to Successful Collaboration

BUILDING TEAMS

Why the Emphasis on Teams?
Creating Winning Teams
Team Competency
Team Leadership
Supporting Successful Teams
Developing Trust
When Are Teams Appropriate?

EXECUTIVE LEADERSHIP TEXT OUTLINE

UNDERSTANDING WHAT MOTIVATES PEOPLE

Fear

Incentive

Understanding Human Needs

Physiological

Safety

Belonging

Esteem

UNDERSTANDING BEHAVIOR

Behavior and Conditioning

Early Conditioning

Attitudes

Influence from Family

Learning from Mistakes

DEVELOPING PEAK PERFORMERS

Habit Formation

The Attitude Factor

Changing Attitudes

Building Success Attitudes and Habits

Leading People to High Performance

LEADERSHIP COMMUNICATIONS

Developing Trust

Connecting

Empathy

Active Listening

Successful Feedback

Barriers to Feedback

Non-Verbal Communication

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

INTRODUCTION TO PERSONAL ACHIEVEMENT

The Nature of Goal Setting
Your Action Plan—An Overview
Guidelines for Initial Goal Setting

DREAM INVENTORY

Introduction to Dream Inventory
Dream Inventory
Checkpoint

SELF-EVALUATION

The Total Person
Life Wheel

MENTAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Mental Strengths
“Where I Stand Now” Narrative
Goal Categories

SOCIAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Social Strengths
“Where I Stand Now” Narrative
Goal Categories

PHYSICAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Physical Strengths
“Where I Stand Now” Narrative
Goal Categories

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

FINANCIAL/CAREER DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Financial/Career Strengths
“Where I Stand Now” Narrative
Goal Categories

FAMILY LIFE DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Family Life Strengths
“Where I Stand Now” Narrative
Goal Categories

ETHICS AND BELIEFS DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Ethics and Beliefs Strengths
“Where I Stand Now” Narrative
Goal Categories

SETTING GOALS AND ESTABLISHING PRIORITIES

Introduction
Mental Development
Social Development
Physical Development
Financial/Career Development
Family Life Development
Ethics and Beliefs Development
Checkpoint

GOAL PLANNING SHEETS

Instructions
An Example
Goal Planning Sheets
Final Checkpoint

EXECUTIVE LEADERSHIP ACTION PLAN OUTLINE

ORGANIZATIONAL GOALS PROGRAM

- Overall Organizational Goals
- Departmental/Divisional/Team Goals
- Position Description
 - Instructions
 - Worksheet

ORGANIZATIONAL EVALUATIONS

- Overall Organizational Evaluation Questionnaire
- Overall Leadership Evaluation Questionnaire
- Time Management Evaluation

ORGANIZATIONAL GOAL CATEGORIES

- Overall Organizational Goal Categories
- Overall Leadership Goal Categories
- Time Management Goal Categories

GOALS SUMMARY

- Instructions
- Goals Summary Sheets

GOALS ACCOMPLISHED

- Instructions
- Goals Accomplished Summary Sheets