

FOCUS FORWARD LEADERSHIP PROGRAM



**PIERCING
STRATEGIES**



The Focus Forward program is a cohort program to empower people leaders with the tools & skills to elevate their leadership and unlock the potential of their teams.

Our program incorporates skill-building, virtual leadership workshops, insightful book reads, powerful self-assessment tools, customized company case studies, group coaching, and online progress measurement bites.

It's about mindset, presence and impact and providing experiences and conversations that position your leaders for success.

**OUR PROGRAM FOCUSES LEADERS ON THE
ENTIRE LIFECYCLE OF TALENT DEVELOPMENT**



**VIRTUAL
WORKSHOP
SESSIONS**



**GROUP
COACHING
SESSIONS**



**360
ASSESSMENT**



**LEARN-ACT-
REFLECT MODEL**



PIERCING
STRATEGIES



FOCUS FORWARD LEADERSHIP PROGRAM

SAMPLE PROGRAM OVERVIEW **ACME CORPORATION**

Program Overview

ACME Corporation is committed to providing our leaders with the resources and tools they need to grow and flourish in our current workplace reality. Our goal is to build connected teams where people get to do the best work of their lives.

The Focus Forward program is an “invitation only” 12-week cohort program that incorporates skill-building and experiential, virtual leadership

workshops, insightful book reads, self-assessment tools, company case studies, group coaching, online progress measurement and video learning bites by ACME subject matter experts.

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

It’s about mindset, presence, and impact and providing experiences and conversations that position our leaders for success.

OUTLINE OF FOCUS FORWARD LEADERSHIP PROGRAM

PRE-KICK OFF

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 circles.
3. Review technology and how to use it
4. Program Q&A

WEEK 1: THE ROLE OF PEOPLE LEADERS AT ACME CORPORATION (CUSTOMIZED)

- What it means to live out ACME Corporation's vision and values in our day-to-day interactions as leaders
 - ACME case studies
- Understanding the expectations of an ACME people leader (customized)

WEEK 2: HIRING GREAT TALENT

- How to identify great talent and generate excitement about working for ACME Corporation.
- Interview preparation techniques and questions that solicit valuable information from the candidate.
- Best practices for supporting and retaining your new employee.
- ACME SME presentation.
- *Breakout group activity: Interviewing practice*

OUTLINE OF FOCUS FORWARD LEADERSHIP PROGRAM

WEEK 3: SETTING AND ALIGNING GOALS WITH STRATEGY

- Aligning the team's work with ACME'S broader short-term and future goals.
- Establishing guidelines and criteria for a successful team member.
- Deepening employee engagement.

WEEK 4: VIRTUAL GROUP COACHING SESSION #1 WITH AN EXECUTIVE COACH

WEEK 5: DEFINING CLEAR EXPECTATIONS & EFFECTIVE FEEDBACK (90 MINUTES)

- Techniques to deliver great feedback even if working on a remote team.
- The mindset of collaboration needed to be comfortable at delivering feedback that helps team members live up to their fullest potential.

WEEK 6: DEVELOPING OTHERS THROUGH COACHING- 90 MINUTES (90 MINUTES)

- Learn and practice how to get into the coaching mindset while being introduced to a toolkit of appropriate techniques for providing employee feedback and direction.
- Gain techniques for checking in with people to ensure intentions are perceived correctly.
- *Breakout group activity: Practice and apply the coaching mindset & techniques using real case studies*

OUTLINE OF FOCUS FORWARD LEADERSHIP PROGRAM

WEEK 7: EMPOWERING ONE-ON-ONE-MEETINGS (90 MINUTES)

- Determining purpose
- Knowing where to focus, setting intentions and creating outcomes
- Breakout group activity: Practice having a 1-on-1 discussion

WEEK 8: MANAGING PERFORMANCE CONVERSATIONS

- Techniques to engage employees in performance discussions that encourage growth, positive performance and get poor performers back on track.
- Knowing when to get your manager involved.
- Having an effective performance review conversation.
- ACME SME presentation.

WEEK 9: VIRTUAL GROUP COACHING SESSION #2 WITH AN EXECUTIVE COACH

WEEK 10: BUILDING A MOTIVATIONAL & INCLUSIVE ENVIRONMENT (90 MINUTES)

- Techniques for creating a work environment that maintains enthusiasm each day for the long term.
- Steps to building psychological safety and belonging on your team to foster inclusion.
- ACME SME presentation

OUTLINE OF FOCUS FORWARD LEADERSHIP PROGRAM

WEEK II: RELATIONSHIP STRATEGIES THAT BUILD TRUST (90 MINUTES)

- Identify strategies to make more meaningful connections with team members of various styles and work more effectively to reduce tension, solve problems, and contribute positively to their organizations
- ACME SME presentation.

WEEK 12: VIRTUAL GROUP COACHING SESSION #3 WITH AN EXECUTIVE COACH

VIRTUAL GRADUATION CEREMONY (90 MINUTES)

- High-level review of program topics and how program participants are applying them daily.
- Review of progress based on feedback.
- Graduation celebration!