

# Leadership Development Program

The Leadership Development Program has been design to include three full-day workshops or divided into 6 half day modules. Each full-day workshop is divided into two distinct but related modules.

The program shall be structured according to the following syllabus:

## Workshop One

<p><b><i>Module I - Recruitment and Selection</i></b></p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Review importance of human resources planning.</li> <li>• Review and develop job profiles.</li> <li>• Identify effective recruitment and advertising strategies.</li> <li>• Review and practice selection strategies.</li> </ul>	<p><b><i>Module II – Retention Strategies</i></b></p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the Elements of High Retention Organizations.</li> <li>• Identify Retention Strategies.</li> <li>• Identify generational value shift differences.</li> <li>• Share and Generate Ideas.</li> </ul>
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## Workshop Two

<p><b><i>Module III - Performance Feedback Program</i></b></p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Discover the purpose of employee performance feedback.</li> <li>• Review the performance management 4 step cycle and discuss options and alternatives.</li> <li>• Review the practice performance evaluation tools such as giving feedback and positive recognition.</li> <li>• Discuss the development and implementation of your performance evaluation system.</li> </ul>	<p><b><i>Module IV - Improving Employee Work Performance</i></b></p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Discover the purpose of performance improvement</li> <li>• Identify the factors contributing to poor performance</li> <li>• Learn about a performance improvement process and developing performance improvement plans.</li> <li>• Review and discuss legal considerations</li> </ul>
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## Workshop Three

<b>Module V - Conflict Management</b>	<b>Module VI – Workplace Coaching</b>
<p>Objectives:</p> <ul style="list-style-type: none"> <li>• Obtain a general understanding of conflict and how to handle conflict in the workplace.</li> <li>• Use the Thomas Kilmann Conflict Mode to identify the 5 conflict types.</li> <li>• Discuss the appropriate times to use the benefits/costs of each Mode.</li> <li>• Discuss the strengths and blind spots in handling conflict.</li> </ul>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>• Discover the difference between workplace coaching and other disciplines</li> <li>• Identify the coaching model and basic coaching principles.</li> <li>• Practice coaching tools and techniques – for personal/ professional growth as well as application in the workplace.</li> <li>• Identify situations to use workplace coaching to help identify, commit to and accomplish goals – and celebrate the progress made.</li> </ul>

As this Supervisory Development Program evolves, we have the flexibility to expand to additional modules to address any other training needs that are identified.

A “**Certificate of Completion**” will be issued to participants at the completion of each workshop and a “**Leadership Development Certificate**” will be issued to participants that complete the entire program.

## Workshop Fee Structure:

<b>Fee Structure</b>	<b>Rate (+ GST)</b>
<p><b>Workshop Modules:</b></p> <ul style="list-style-type: none"> <li>• 1/2 Day course (3.5 hours / module)</li> </ul>	\$1,350 per Workshop Module
<p><b>Other Workshop Fees</b></p> <ul style="list-style-type: none"> <li>• Course Materials / workshop</li> <li>• Assessments (Thomas Kilmann)</li> </ul>	\$25 per participant / Module \$40 per participant