



## THE CENTER FOR **LEADERSHIP EXCELLENCE**

*According to new research from Gloat, nearly half (48.1 percent) of employees are looking to leave their current jobs. The study revealed two big reasons for employees' exodus: better pay and **a desire for more growth opportunities**. While giving every employee a pay increase is not an option for most organizations, leaders do have power to provide development opportunities that align with employees' personal and professional goals. Employees want the ability to grow in their careers and explore new responsibilities. **It isn't about just climbing the career ladder, it's also about trying different roles and learning new skills.***

### **EMERGING LEADERS ACADEMY**

**Emerging Leaders Academy** (ELA) is specifically designed for new and emerging high-potential female leaders; to equip them with the skills, support, and network to thrive in leadership throughout their careers. Research shows that most critical step in long-term career advancement begins at the very first rung of the ladder – or at one's first promotion into leadership. Yet, the leadership development resources for this level of employee are often minimal and fail to provide adequate resources that help them navigate leadership for the first time.

Emerging Leaders Academy is a 12-month course. Participants meet once a month for 4 hours. The class meetings feature peer-networking, leadership development, and individual and group coaching. Each participant creates a Leadership Development Action Plan (LDAP) in conjunction with course faculty and their direct supervisor to measure individual success and organizational return on investment over the duration of the 12-month course.



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## **COURSE SYLLABUS**

The course is organized in monthly themes that were determined based on our research at The Center for Leadership Excellence and the existing body of research regarding new and emerging leaders. Educational content, resources, activities and homework are organized in alignment with the monthly theme. In the pages that follow, we outline the monthly themes and *some* of the activities/homework. Course material is subject to change based on current events and participant needs.

### **MONTH 1: LEADERSHIP DEVELOPMENT ACTION PLAN & CAREER GOALS**

Participants will evaluate their career goals and work to create their Leadership Development Action Plan. **HOMEWORK:** Conversation with direct supervisor on growth areas and skill gaps.

### **MONTH 2: INTERNAL & EXTERNAL SELF-AWARENESS**

Self-awareness is the greatest determinant of success or failure. Participants will learn about how to build greater internal and external self-awareness and do a guided internal self-awareness reflection. **HOMEWORK:** Read INSIGHT and do external self-awareness activity with peers.

### **MONTH 3: ENHANCING YOUR LEADERSHIP COMMUNICATION SKILLS**

Participants will learn the differences in how people communicate, communication strategies to ensure the message is received, and how to effectively build the right relationships at work. **HOMEWORK:** Top 20 Relationship Building Plan.

### **MONTH 4: ADVOCATING FOR YOURSELF & FEMALE LEADERSHIP COMPETENCIES**

Women are socialized to fervently advocate for others, but not for themselves. Participants will learn the importance of self-advocacy and how to best advocate in a professional environment. They will complete an activity to identify their personal priorities or “big rocks”. **HOMEWORK:** Reflection exercise about self-advocacy.

### **MONTH 5: BALANCE OR BLEND: MANAGING PRIORITIES**

Participants will learn how to navigate better work-life balance/blend. They will apply our framework of priorities, boundaries and support to achieve the life they desire and avoid burnout. **HOMEWORK:** Conversation exercise with peers, partners, and/or family.



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## **MONTH 6: LDAP CHECK-IN**

Participants will do a 6-month check-in on their action plan and reassess goals. **HOMEWORK:** Check-in conversation with direct supervisor (template and conversation agenda provided).

## **MONTH 7: PRODUCTIVITY & DELEGATION**

Participants will learn how to be productive in their role while balancing the competing needs of supervision, career goals, and their own work responsibilities. They will understand a framework for how to intentionally delegate, as needed. **HOMEWORK:** Read *Managing Your Day-to-Day* and employ at least one strategy.

## **MONTH 8: CREATING CULTURE & LEADING HIGH PERFORMING TEAMS**

Participants will learn how to create a culture within their team and how to manage the performance in their people. **HOMEWORK:** Read “Managing Average Performers” resource.

## **MONTH 9: NAVIGATING CONFLICT**

Participants will learn and practice strategies to navigate conflict and confrontation. They will understand the TKI Framework for Conflict Mode Instrument. **HOMEWORK:** Role play practice with partner from class.

## **MONTH 10: BUILDING HABITS**

Participants will learn and apply strategies to build better work and life habits using frameworks from James Clear’s *Atomic Habits* and Angela Duckworth’s *Grits*. **HOMEWORK:** Apply habit strategies of choice.

## **MONTH 11: MENTORS, SPONSORS, & ADVOCATES**

Participants will learn how to mentor others and how to engage with mentors, sponsors, and advocates to advance their career goals. **HOMEWORK:** Outreach challenge and LDAP Completion Report and supervisor meeting.

## **MONTH 12: GRADUATION**

Participants will share their LDAP Completion Reports with the group. Celebrate!!



## OTHER INFORMATION

Course is priced at \$3500 per attendee (*group pricing available*) and covers the cost of all course materials and books, as well as lunch that is provided at each class meeting. Participants are provided with access to an online classroom that features course materials and additional resources that they retain access to after the course is completed.

Each course features a lead faculty member and a leadership development coach. Class sessions are led with both individuals present. Each participant meets quarterly with the Coach for individual one-on-one coaching and check-ins on the Leadership Development Action Plan. Faculty members are responsible for the educational course content and homework; The Center for Leadership Excellence may engage subject-matter experts as supplemental faculty throughout the course.

## ABOUT THE CENTER FOR LEADERSHIP EXCELLENCE

We believe that *great leaders* and *great culture* create **great organizations**. After over 50 years in business and hundreds of years of combined expertise, the team at The Center for Leadership Excellence is driven to help organizations become *great places for people to work*. We help individuals strengthen their leadership skills through coaching and training and help organizations build inclusive, respectful, and equitable cultures through research & strategy, outplacement, and search services.