



LEADER ESSENTIALS

Workshop Descriptions

A program for people who are **LEADING A TEAM** and would like to grow their foundational leadership skills.

PROGRAM INCLUDES:

- ✓ Five 2-hour live on-line workshops
- ✓ Communication Style Assessment
- ✓ 2 Lunch & Learn Events
- ✓ Individual Leadership Action Plan Coaching Session
- ✓ Team Website

REGISTRATION & COST:

Email KLTeam@KaneLearning.com to sign up
\$1,350 per participant

DATES & TIMES:

12:30 PM - 2:30 PM EST
1/28, 2/11, 2/25, 3/11, 3/25

ORIENTATION / LEADERSHIP MINDSET:

Meet the cohort, and explore the leadership mindsets that are the foundation for leading a team.

COMMUNICATION STYLES:

Discover your communication style and learn how to flex our styles to best communicate with others.

CREATING A CULTURE OF FEEDBACK:

Explore the purpose of feedback, how to receive feedback in a way that promotes a feedback culture, and how to share feedback regularly and effectively with partners and direct reports.

WORKING TOGETHER:

Learn how to get work done with and through your team – prioritization, delegation, follow-up, and planning.

PUTTING IT ALL TOGETHER:

Dive into case studies and bring personal examples to practice using what you've learned. Then, create an action plan for how you'll use the skills with your team.



*Ask us about small to midsize company and non-profit discounts! Group discounts are also available.

“Winning companies win because they have good leaders who nurture the development of other leaders at all levels of the organization.”

~ Noel Tichy, management consultant, author and educator

WHAT TO EXPECT:

Participants in Leader Essentials will gain valuable and applicable skills, contributing to their successful journey to leading a team. Throughout the program, participants will experience live online workshops that are interactive, creating a safe space for asking questions and identifying ways to apply the concepts to work. Participants will experience group activities and discussions that make the learning more fun and help it stick.

LUNCH & LEARNS:

We will host two 1-hour live online sessions where we will discuss:

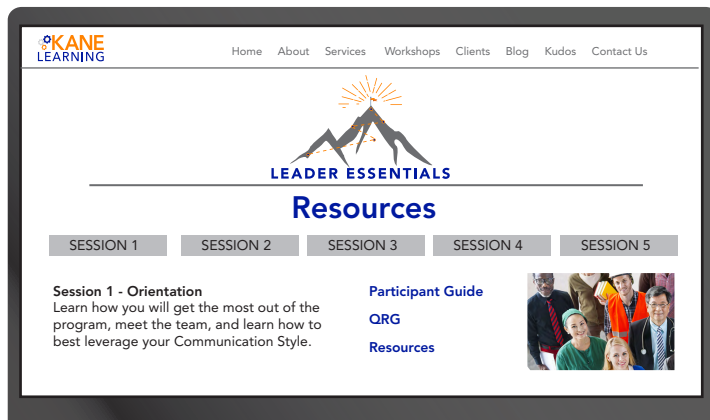
Leader Best Practices - This is a chance for you to submit your questions about how to handle the leadership questions on your mind, then get answers from seasoned leaders.

Get to Know HR - As a leader, you are not alone on the journey. This is a chance for you to submit your questions then get answers to all the questions you're dying to know but are afraid to ask your HR partner.

WORKSHOP AGENDA:

- 15 min Introduction, recap learning from the prior session
- 40 min Skill building, group engagements
- 10 min Break
- 30 min Practice and apply skills to your current role and job
- 15 min Learn from each other, best practice sharing
- 10 min Wrap up, action plan for next session

January 28, 2025 12:30-2:30PM EST	Orientation / Leadership Mindset
February 11, 2025 12:30-2:30PM EST	Communication Styles
February 18, 2025 12:00-1:00PM EST	Lunch & Learn: Best Practices
February 25, 2025 12:30-2:30PM EST	Creating a Culture of Feedback
March 11, 2025 12:30-2:30PM EST	Working Together
March 20, 2025 12:00-1:00PM EST	Lunch & Learn: Get to Know HR
March 25, 2025 12:30-2:30PM EST	Putting It All Together



Team Website Portal

If you have additional questions about this program, please contact us at KLTeam@KaneLearning.com