

The Next Step

The Challenge: You are at a point when you are ready or thinking about getting ready to take the next step in your line of business. If you are a business owner who wants to take themselves and their business to the next level; a high performing professional who is looking to take the next step to a managerial position; a senior executive who is faced with the question – *is the role of a CEO in a large organisation right for me or will it stifle me?*; a senior consultant in a firm who thinks they are ready to make the cut for a partner role however is concerned about what they may have to sacrifice on a personal level based on what they observe in the workplace – then this is the programme for you....

Programme Content

Areas of Focus

Psychometric Assessment and Feedback

You will review your self assessment tool to qualify your strengths and extract feedback about potential gaps. Based on the feedback you will develop a plan of action to tackle the competency areas to develop and grow.

Get Organised

In this section we will help you get absolute clarity on everything that is on your radar in terms of projects, tasks, roles, relationships and responsibilities by building a demands map. Once you have everything in front of you on paper, you will go through a process of clarifying what your current priorities are, what activities need your attention and which ones you can delegate or let go of.

You will use the following approach to develop a robust and practical structure for you to take away and implement on an ongoing basis:

- Create a demands map outlining all the key areas of responsibility, roles, tasks, actions, goals, priorities that are demanding your attention.
- Simplify – group relevant roles and tasks together and eliminate duplicity and over complication of processes and tasks.
- Clarify what needs to be delegated.
- Apply a delegation process that will give you confidence in the delivery of work to your standards.
- Develop a simple process that will automate whatever can be automated and structure your diary in a way that ensures what must get done gets done whilst giving you flexibility to respond to demands as they come up.
- Tolerations – tolerations take your attention and focus away from your true goals and purpose. You will engage in an exercise to identify and eliminate what you are tolerating that is impeding your progress as you move forward. You will put a structured plan in place to address those tolerations which will free you up to focus on achieving your ultimate goals.

Delegating with Confidence

Once you have identified the things you want to delegate, you will use a simple technique that will help you delegate with confidence in a way that empowers and develops both you and your team. You will have the opportunity to practice having your delegating conversations and reflect on and get feedback on your successes and learns.

Difficult Conversations and Feedback

You will be provided with some tools to support you in preparing for and structuring difficult conversations and feedback that will enable you to build your confidence and skill so that the conversations are empowering rather than destructive. You will have the opportunity to practice those conversations in a safe environment getting feedback that will support your growth and confidence.

Leadership Branding

Clarify and develop your own (distinct) unique brand of leadership which will enable you to be congruent in your messages and lead with integrity. This will drive your credibility amongst your managers, peers and team and support you in getting the results you want. You will focus on:

- Vision – your vision of the leader you want to be and the qualities and behaviours you respect and admire
- Values – clarifying your values so they become synonymous with your brand of leadership and they provide a clear and distinct message to those who work with you on not just the results you want and aspire to, but the way in which those results must be achieved. It becomes the code of doing business with you.
- Image – what image do you want to portray. When people think of you and your leadership style what do they see? How do you want to come across?

You will clarify how you want others to perceive you, what messages you want to give and what unique strengths you want to be renowned for.

The Role

Through the 6 - 12 months I encourage you to test your assumptions about the role you are working towards, and to gather information from a variety of sources to help you determine whether that type of role is the best fit for you in enabling you to live your full potential.

Duration

6 - 12 month programme of 2 hours per month.

Resources

- A self assessment tool developed by me to address the core areas of leadership the programme will address: personal leadership; leading others; leadership brand
- Demands map – examples and instructions on how to complete
- Process for how to simplify your demands map
- Process for automating your tasks
- Exercises on identifying and eliminating tolerations
- Process for effective delegation including how to assess what level of delegation and how to have the conversation
- Tools to prepare for and structure difficult conversations and feedback using several techniques

Made To Measure!

- Leadership Branding – process and exercises to identify your vision and values and to clarify your image
- Tools to help you identify and test your assumptions and beliefs. Questions to ask yourself to test whether the role is right for you and a tool for ensuring you actively find balance and create harmony in your life