



ACHIEVE
CENTRE FOR LEADERSHIP



8-WEEK CERTIFICATE PROGRAM

Leadership Essentials

Skills for Emerging Leaders

COURSE OUTLINE



Course Outline



SESSION 1

Meaningful Leadership

Great leaders need to understand what meaningful leadership is. In this session, you'll learn what a leader provides and dive into key leadership competencies including mindset, tasks, and skills. You'll explore your current leadership style by taking our leadership assessment tool. There will also be the opportunity to connect with your cohort and discuss what the best and worst leaders do.



SESSION 2

Creating a Healthy Workplace

This is an exciting week as you get to explore your impact on workplace culture! Leaders at all levels play a critical role in shaping their workplace culture, and how you show up changes your team. By exploring the six elements of a healthy workplace culture, you'll learn how to engage your team and create a safe, healthy, and respectful environment. Ultimately, we are giving you the keys to making your organization a place where people want to work.



SESSION 3

Communicating With Confidence

In this session, you'll learn why it can be a struggle to communicate, and why communication is key for becoming a next level leader. You'll start crafting your communication tool kit and practice your skills with specific case studies and examples. Skills include knowing how to deal with angry/resistant people, addressing bullying behaviour, navigating the pitfalls of email communication, and communicating in a way that promotes psychological safety. This week is a critical step in finding your leadership voice.



SESSION 4

Building and Supporting an Effective Team

This session explores techniques to creating and supporting a peak performing team. You'll learn the pitfalls of team management and what you can do to avoid them. We'll give you the recipe to our secret sauce for effective team leadership, including the obstacles that you could face and how to counter them.



SESSION 5

Coaching Fundamentals

Effective leaders are skilled at coaching their people to inspire growth, change, and healthy work relationships. You'll explore your own leadership style with our assessment tool, and learn the coaching mindset, beliefs, and common missteps. This week is an introduction to coaching – you'll take a deeper dive in the next session.



SESSION 6

Coaching for Performance

This is an opportunity to dive deeper into three scenarios where coaching is essential: behaviour change, performance, and conflict. You'll learn our specific frameworks and models for each scenario and have the chance to reflect and practice with your cohort. Don't worry, we won't make you role play . . . but practice does make progress.



SESSION 7

Putting It All Together: Feedback

Employees crave feedback, but there is a big difference between feedback and effective feedback. Constructive feedback delivered with empathy can motivate employees, enhance team morale, and bridge the gaps between desired behaviours and actual behaviours. This week, you will learn how to use the BIGS framework for both negative and positive feedback, as well as how to deliver performance reviews that motivate instead of demoralize.



SESSION 8

The Two Most Important Things in the Leadership Tool Kit

You make the most of your influence as a leader through feedback, acknowledgement, validation, and affirmation. You'll learn how to recognize and affirm behaviours that demonstrate self-management and contribute to productivity. You'll also learn the power of validation and its impact on motivating your team.

What you'll get with your registration:

- Eight two-hour training sessions with your facilitator, as well as other leaders (10AM-12PM CT)*
- Three optional one-on-one coaching sessions with your trainer
- Printed manuals, assessment tools, and copies of our leadership books
- Opportunities to network and connect with other managers
- A certificate of completion so you can show off your week of hard work
- After the program, you'll have access to recordings of all eight sessions for 60 days

* If you miss a session, we will send you a recording so you can catch up.