



#### **COURSE PACK OVERVIEW AND CUSTOMIZATION**

Ready-Set-Lead is a fast-paced, action-oriented learning program designed to build supervisory skills. Learners explore one e-course per week and meet with their managers to identify opportunities to immediately apply new skills with their direct reports. Each course comes with a downloadable workbook that also can be customized for you. Knowing that leaders love competition, learners can earn points, badges and rewards for course completion and using their new skills.

## **Establishing Team Values**

- Understanding your organization's core values
- Aligning values to performance, recognition, and rewards

### **Leading Team Meetings**

- · Preparing for and facilitating engaging meetings
- Following-up to ensure action items are completed

#### Effective 1-1's

- Listening effectively and asking open-ended questions
- Empowering team members to own their development

#### Coaching

- Using the GROW model for effective coaching
- Avoiding common coaching mistakes

## **Performance Management**

- Understanding why performance issues arise
- Creating effective performance improvemnet plans

#### **Motivating Your Team**

- Creating a positive work environment
- Leveraging each team member's personal motivators

#### **Conflict Resolution**

- Identifying conflict styles
- Pausing and adapting before reacting

#### **Goal Setting**

- Setting SMART goals and tracking progress
- Supporting team member development

#### **Giving Feedback**

- Focusing on the situation, behavior and impact
- Modeling desired behaviors

## **Delegation**

- Implementing five steps to delegate effectively
- Overcoming obstacles to delegation

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## **FREE RESOURCES**

These resources are included with your subscription to Ready-Set-Lead.

#### **Assessement**

Baseline and Summative Assessments measure learning and can be customized to include knowledge unique to your organization.

## Manager Toolkit

Our Manager Toolkit provides a script to guide weekly one-on-one coaching sessions between the manager and each learner.

## **OPTIONAL SERVICES**

These resources can be purchased with your subscription to Ready-Set-Lead.

## **Group Power Meetings**

Online or in-person Power Meetings provide the opportunity to customize the content, reinforce skills, and energize your learners.

## One-on-One Coaching

Individual meetings with our experienced coaches ensure leaders get the development they need while building accountability for new skills.

# Everything DiSC® Management



Everything DiSC Management helps learners understand their own leadership styles while getting dozens of tips for directing, motivating, and delegating to their team members.

There's even tips for managing up!

## Learning Experience Platform



With our Spoke learning experience platform, you can house management tools, job aids, motivational messages, and even a coaching process for consistent success. There's even a community feature for sharing ideas!

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