EFFECTIVE LEADERSHIP DEVELOPMENT®

Developing Leadership Skills Within Your Organization

Program Overview

The Effective Leadership Development program is a structured leadership skills training course that develops attitudes, competencies, and behaviours essential for effective supervision and management. Through ten interactive classroom sessions delivered bi-weekly, participants learn and practice practical skills in time management, delegation, communication, motivation, problem-solving, and developing staff.

The program uses a fixed curriculum with clearly defined learning objectives, classroom instruction, group discussion, and skills-practice activities. Complete resource materials support multi-sensory learning and provide tools participants can apply directly in their role.

Program Outcomes

This program will help you and your team:

- Develop and apply effective time management practices for yourself and those you supervise

- Master the art of delegation and exercise authority appropriately

- Handle and prevent interpersonal and workplace problems effectively

- Build strong communication skills and provide constructive feedback

- Understand and apply motivation techniques

- Train, develop, and coach people to a higher level of performance

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SESSION MODULES

Session One: Introduction to Concepts

Learning objectives: Understand foundational leadership concepts and develop self-awareness as a leader.

Topics include:

- Success, motivation, and attitude as foundations for leadership

- How past conditioning shapes current behaviours and habits

- The power of personal goal setting for leadership development

- Individual self-assessment and reflection on leadership style

- The value of multi-sensory learning and spaced repetition

Session Two: Goal Setting

Learning objectives: Develop personal and professional goals and use goal-tracking systems.

Topics include:

- Goal validation and ROI thinking

- Creating personal leadership goal-planning sheets

- Creating professional/role-related goal-planning sheets

- Establishing and maintaining goal-tracking systems

- Integrating time-management tools (My-Tyme Planner) with goal planning

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Session Three: Successful Leaders Are Made – Not Born

Learning objectives: Build confidence in leadership capability and understand leadership foundations.

Topics include:

- Building on the foundation of personal success

- The concept of "The Slight Edge®" – small consistent improvements

- The purpose of leadership development

- Defining personal and organizational success

- Leadership as a learnable, developmental skill

Session Four: Improving Results Through Better Time Management

Learning objectives: Plan, prioritize, and manage time effectively for yourself and others.

Topics include:

- The value and cost of time in business

- Personal time management – planning and prioritizing daily work

- Managing the time of others

- Maximizing time use through organization and discipline

- Benefits of time management to productivity and work-life balance

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Session Five: Exercising Authority Effectively

Learning objectives: Give clear direction, set expectations, and hold people accountable.

Topics include:

- The source and proper use of authority

- A positive approach to direction-setting and discipline

- Planning, preparing, and preventing problems before they arise

- Establishing clear accountability with staff

- Taking appropriate corrective action when needed

Session Six: The Art of Delegation

Learning objectives: Identify tasks to delegate and match them appropriately to people.

Topics include:

- Understanding effective delegation and why it matters

- Attitudes that support successful delegation

- Levels of delegation – when to delegate fully vs. collaborate

- Providing clear instructions and feedback on delegated work

- Handling upward delegation appropriately

Session Seven: Effective Communication Is a Leadership Essential

Learning objectives: Develop two-way communication skills and give and receive feedback effectively.

Topics include:

- Communication as a two-way street – listening is as important as speaking

- Communicators are made, not born – these are learnable skills

- Understanding yourself and others' communication styles

- What motivates different people and communication preferences

- The true value of downward communication – clarity and direction

- Upward communication as a win-win for leaders and teams

Session Eight: Motivating People to Produce

Learning objectives: Understand what motivates people and apply motivation techniques.

Topics include:

- Understanding motivation from the individual's perspective

- Traditional approaches to motivation and their limitations

- Attitude motivation – using positive approaches

- Using the power of informal groups and peer influence

- Developing practical motivation plans for your team

Session Nine: Preventing and Solving Problems

Learning objectives: Identify issues early and use a structured approach to resolve problems.

Topics include:

- Seeing opportunity in every difficulty – prevention mindset

- An ounce of prevention – recognizing early warning signs

- Attitudes that support problem prevention

- Clearly defining the problem before acting

- Distinguishing organizational issues from personal issues

- Handling problems involving people constructively

- Dealing with challenging behaviours appropriately

Session Ten: Developing People's Potential

Learning objectives: Apply basic coaching and training skills to develop staff.

Topics include:

- The key to increased productivity – developing your people

- Selecting and training the right people

- Benefits of ongoing staff development to retention and performance

- Principles of adult learning and skill development

- A structured process for on-the-job training and coaching

- Your attitude toward developing others as a leadership responsibility

- Connecting staff development to organizational success

LEARNING DELIVERY & ASSESSMENT

Instruction Method

The program is delivered through ten interactive classroom training sessions, each two hours long, held bi-weekly. Sessions are available in person and online via video conference based on participant preference.

Instruction combines:

- Short presentations covering key concepts and skills

- Group discussion and case examples

- Skills-practice activities and exercises

- Individual reflection assignments

- Workbooks, program files, and audio materials (MP3) to support learning

- A time-management planner (My-Tyme system) as a practical tool

Assessment Method

Learning is assessed through:

- Participation: Active engagement in discussions and skills-practice activities during sessions

- Completion of assignments: Short reflection and practice exercises assigned between sessions

- Application planning: Participants develop a practical plan for applying learned skills in their role

- Final presentation: At the program graduation session, participants present a brief summary of what they learned and how they will use the new skills in their leadership role

- Certificate of completion: Awarded upon successful completion of program requirements and attendance at graduation

Course Materials

All participants receive:

- Comprehensive workbooks for each session

- Program resource files and handouts

- Audio materials (MP3 format) for review and reinforcement

- My-Tyme time-management planner

- Certificate upon completion

PROGRAM DURATION & SCHEDULE

- Duration: 10 training sessions plus 2 introductory sessions = 12 total sessions

- Session length: 2 hours each

- Total training hours: 24 hours

- Frequency: Bi-weekly Wednesdays

- Delivery: In-person and online (Zoom) options available

- Start date: January 28, 2026

Participants also attend a graduation ceremony to receive their completion certificate.

ELIGIBILITY & COMPLETION

Participants who attend all or the majority of sessions and complete course requirements are eligible to receive a Graduation Certificate from LMI Canada, recognizing successful completion of the Effective Leadership Development program.

This is a standardized leadership skills training program delivered to all participants using the same curriculum, materials, and learning outcomes. No customization, consulting, or business planning is included.