



Daily Habits of Leadership



TRAINING CURRICULUM
Training Program for Leadership Professionals



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The purpose of the Daily Habits of Leadership training is to help leaders establish routines and practices that will elevate core leadership competencies. In creating consistent and healthy habits, leaders can expect to see a positive team transformation, through reliable leadership style.



The goal of each workshop session is to provide individuals with the foundational knowledge and skills to exemplify reliable learnership in relation to their employees and staff, that positively transforms teams and the working environment. Participants will construct an action plan of daily habits and routines they can incorporate into their work practices from each of the 10 Core Competencies addressed in the training.





Core Competency	Goals & Objectives	
0. Introduction	Leaders understand the importance of building daily habits and routines they can incorporate into their work practices	0.1 Compare the outcomes of healthy vs unhealthy habits, routines and practices
		0.2 Recognize the impacts of implementing routines in daily work practices
		0.3 Describe what does being a leader mean to you
		0.4 Reflect on personal leadership style
1. Communication	Leaders demonstrate active listening and establishes clear communication	1.1 Identify current communication style
		1.2 Define clear communication and explain what clear communication looks like in the work setting
		1.3 Define active listening and practice using active listening skills in the workplace
		1.4 Apply the SOFTEN approach with interactions between employees and staff
		1.5 Formulate habits and routines that can be incorporated into their daily Communication work practices
2. Motivation	Leaders recognize efforts and achievements of individual members and teams	2.1 Define motivation
		2.2 Explore different approaches to motivate employees and staff
		2.3 Understand the <i>ask</i> —volume of work/workload expected of employees/staff



Core Competency	Goals & Objectives	
		2.4 Formulate habits and routines that can be incorporated into their daily Motivation work practices
3. Feedback	Leaders provide constructive and meaningful criticism	3.1 Recognize what meaningful and constructive feedback looks like
		3.2 Understand the importance of providing positive feedback
		3.3 Role-play situations in which they provide feedback in a positive, meaningful and constructive manner
		3.4 Formulate habits and routines that can be incorporated into their daily Feedback work practices
4. Delegation	Leaders assess skills and assign roles, while eliminating micro-managing	4.1 Define Micro-managing
		4.2 Explore techniques to eliminate micro-managing
		4.3 Learn how to assess skills and identifying strengths of teams and members
		4.4 Establish expectations for teams, staff and self
		4.5 Ensure teams have the resources, access, and tools needed to accomplish tasks
		4.6 Formulate habits and routines that can be incorporated into their daily Delegation of work practices



Core Competency	Goals & Objectives	
5. Commitment	Leaders support staff and strive to follow through on promises	5.1 Understand the importance and impact of following through
		5.2 Develop a system and workflow to follow through with employees and staff
		5.3 Identify ways to support staff in various areas
		5.4 Formulate habits and routines that can be incorporated into their daily Commitment work practices
6. Responsibility	Leaders evaluate the performance of teams and individuals (including self), while holding all members accountable	6.1 Evaluate ways employees and staff are currently being held accountable
		6.2 Develop an accountability system
		6.3 Identify strategies to provide and solicit feedback from employees and staff
		6.4 Formulate habits and routines that can be incorporated into their daily Responsibility of work practices
7. Creativity	Leaders encourage non-traditional approaches or solutions and solicit input from members of team	7.1 Discover non-traditional approaches for providing/soliciting feedback, evaluating performance, and addressing solutions
		7.2 Formulate habits and routines that can be incorporated into their daily Creativity work practices



Core Competency	Goals & Objectives	
8. Positivity	Leaders create a healthy work environment for members and teams	8.1 List ways to create a healthy work environment
		8.2 Determine positive approaches to address work situations
		8.3 Formulate habits and routines that can be incorporated into their daily Positivity work practices
9. Trustworthiness	Leaders demonstrate integrity and build rapport amongst staff	9.1 Define integrity and explore examples of what this looks like in the workplace
		9.2 Discover habits leaders can display that reflect trustworthiness
		9.3 Understand the importance of building rapport with employees and staff
		9.4 Formulate habits and routines that can be incorporated into their daily Trustworthiness work practices
10. Flexibility	Leaders prioritize demands to meet needs and embrace change	10.1 Explain what it means to be flexible and embrace change
		10.2 Understand the importance of pivoting to prioritize demands to meet needs
		10.3 Formulate habits and routines that can be incorporated into their daily Flexibility work practices



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Leadership Tip #1:
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