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LEADERSHIP MANAGEMENT

COURSE CURRICULUM

8	4 hrs	Instructor-Led	None
MODULES	TOTAL HOURS	DELIVERY METHOD	PREREQUISITES

LEADERSHIP MANAGEMENT CURRICULUM — **MODULES 1 – 3**

MODULE 1

Welcome, Context & Leadership Check-in

00:00 – 00:15 · 15 min

Objective: Set expectations; surface each participant's leadership experience from previous employers

- Session objectives and ground rules
- Leadership experiences brought from previous employers
- **HANDS-ON:** Pair Share: 2 min each, then 3 volunteers share. Facilitator captures themes on a flipchart
- **TAKEAWAY:** Shared list of leadership themes the group brings

MODULE 2

Leadership vs Management: Reframing

00:15 – 00:40 · 25 min

Objective: Differentiate leading people from managing work; spot which mode a situation needs

- Leading people vs managing work
- When to lead, when to manage
- Leading without history in a new organisation
- **HANDS-ON:** Card Sort: groups sort 20 behaviour cards (e.g. 'sets vision', 'tracks timesheets', 'coaches a struggling member') under Leader / Manager / Both, then defend choices
- **TAKEAWAY:** Group's own leader-vs-manager map

MODULE 3

Leadership Styles & Situational Leadership

00:40 – 01:15 · 35 min

Objective: Identify personal default style; match style to team member readiness (directing, coaching, supporting, delegating)

- Personal default leadership style
- Hersey-Blanchard: directing, coaching, supporting, delegating
- Matching style to team member readiness
- **HANDS-ON:** Style Self-Assessment (15-item questionnaire, self-scored) + Scenario Match: 6 short team scenarios, groups pick the style and justify
- **TAKEAWAY:** Personal style profile and 'stretch style' to develop

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LEADERSHIP MANAGEMENT CURRICULUM		MODULES 4 – 7
MODULE 4	**Delegation & Accountability** 01:25 – 02:00 · 35 min	*Objective: Delegate outcomes (not tasks), set clear expectations and check-in rhythm* • Delegating outcomes, not tasks • Levels of delegation • Expectation setting and check-in rhythm • Accountability without micromanaging • **HANDS-ON:** Delegation Poker: teams play cards on 6 tasks to agree the delegation level (1-7). Then pair role-play: delegate a real task from your own work, partner plays the receiver • **TAKEAWAY:** A delegation brief (what, why, done-looks-like, check-in) for one real task
MODULE 5	**Coaching & Feedback Conversations** 02:00 – 02:40 · 40 min	*Objective: Conduct a coaching conversation using GROW and give feedback using SBI (Situation-Behaviour-Impact)* • Coaching vs directing • GROW model • SBI feedback (Situation-Behaviour-Impact) • Powerful questions • **HANDS-ON:** Triad Role-play (Coach / Coachee / Observer), 3 rounds of 8 min with rotation using real work dilemmas. Observer uses a feedback checklist • **TAKEAWAY:** Own coaching question set + observer feedback
MODULE 6	**Leading Change & Influencing Without Authority** 02:40 – 03:10 · 30 min	*Objective: Build credibility and stakeholder support in a new organisation* • Stakeholder mapping (power / interest) • Building credibility quickly • Influence strategies and managing resistance • **HANDS-ON:** Stakeholder Map: each participant maps 6-8 stakeholders from their current role/project, picks 2 and drafts an influence approach. Peer review in pairs • **TAKEAWAY:** Stakeholder map with 2 engagement actions
MODULE 7	**Capstone: 'First 90 Days' Leadership Simulation** 03:10 – 03:45 · 35 min	*Objective: Apply all concepts to an integrated situation* • Integrated application of style, delegation, coaching and influence • Team plan presentation and panel Q&A • **HANDS-ON:** Teams decide style, delegation, coaching and stakeholder approach; present a 3-min plan to the 'steering panel' (facilitator + volunteers); panel asks questions • **TAKEAWAY:** Team's 90-day leadership plan + panel feedback

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LEADERSHIP MANAGEMENT CURRICULUM — MODULE 8

MODULE **8**

Action Plan, Reflection & Close

03:45 – 04:00 · 15 min

Objective: Commit to specific behaviours post-session

- Key takeaways
- Start / Stop / Continue commitments
- 30-day follow-up plan
- **HANDS-ON:** Leadership Commitment Card: write 3 'Start / Stop / Continue' behaviours for the next 30 days; share one with a buddy
- **TAKEAWAY:** Personal 30-day leadership commitment

COURSE DETAILS

Learning Outcomes	• Distinguish leadership from management and apply the right mode to a situation • Identify own leadership style and adapt it using the Situational Leadership model • Delegate effectively and hold people accountable without micromanaging • Run a structured coaching / feedback conversation using the GROW model • Build influence and credibility quickly in a new organisation (first 90 days)
Signature Hands-on Activities	• Delegation Poker • Coaching triads • Stakeholder mapping • 'First 90 Days' simulation
Target Audience	Lateral hires (typically 3-15 years of experience) joining from other organisations. Cohort size 15-25, in groups of 4-5.
Delivery Method	Facilitator-led workshop, in-person or live virtual; approx. 30% input and 70% hands-on practice
Course Duration	4 hrs
Prerequisites	None
Recommended Training	Batch size: 15-25 participants 1 facilitator + 1 co-facilitator/observer for role-play-heavy modules
Core Frameworks / Tools	Situational Leadership, GROW, SBI feedback, power-interest grid
Assessment & Reinforcement	**Pre-work:** 5-min self-rating on 10 leadership behaviours (1-5 scale); bring one real delegation or coaching situation **In-session assessment:** Observer checklist scores in coaching role-play; capstone panel scorecard **Post-session (Day 30):** Manager check-in: 2 observed leadership behaviours; participant resubmits the 10-behaviour self-rating
Facilitator Tips	• Use participants' real situations wherever possible; laterals are quick to dismiss generic cases • Invite them to compare 'how we did it at my previous company', then ask what they will adapt here • Keep input to under 30% of time; the rest is practice and debrief