

Leadership University

Matchbox Group offers a series of integrated trainings that we call a Leadership University. The trainings build on previous sessions, and include practice projects between sessions. Content in one session is reinforced and further developed in later sessions.

Practice Projects provide an opportunity for participants to apply skills learned in the classroom to real-world organizational issues and opportunities. In fact, often the practice projects produce sufficient savings to pay for the entire cost of the Leadership University!

Because of these design elements, Leadership Universities tend to have a significant impact on the organizations that use them. The participants actually learn the content, often teach it to others, apply it on the job, and end up more skilled and more valuable employees as a result.

On the pages that follow are some questions to get you thinking about how you would design a Leadership University within your own organization, and a list of many of the modules we have delivered in Leadership Universities we have run for past clients. Within the modules we list competencies developed.

We hope you find these pages helpful.

Assessment Questions to aid in designing the Leadership University

1. Where do you want your organization to be in 5-10 years?
2. What skills & attitudes will build the capacity you need?
3. How deeply do you want these skills internalized?
4. When you reach your desired destination how valuable will that be for you?
5. What is the cost of the status quo – of doing nothing?
6. What professional development process will best suit your goals, timeframe and financial needs?
7. How much will you support this investment to ensure its success?

Leadership University Modules

1. Language of Influence – solution-focus communication

Competencies Developed

- Understanding of the responsibilities and challenges of leadership
- Beginning to understand how our words and tone of voice effect others and how to craft our language for greater effectiveness
- Gaining skill in using calm focus to manage stressful situations

2. Art of Improvement – feedback and feedforward

Competencies Developed

- Self-awareness and self control
- Leadership language skills
- Direct, informative and palatable feedback skills
- Powerful ability to give solution-focused *feedforward*
- Understanding the power of building on natural strengths for rapid development
- Fundamentals of cost / benefit analysis

3. Change Readiness – finding success in changing environments

Competencies Developed

- Increased resilience to bounce back after the unexpected
- Adapt more quickly to new environments
- Sees opportunities in change instead of fighting, fleeing or freezing
- Optimism rather than the blame game
- Better health than when resisting change

4. Internal Coaching: Inner circle model for 360° insight

Competencies Developed

- How to gain valuable developmental insight from colleagues
- Collecting useful feedback and *feedforward*
- Translating insight and awareness into improved performance
- Accountability for self-development
- Measuring development

5. Outstanding Performance – capitalizing on strengths

Competencies Developed

- Understanding the importance of strengths
- Learning about your own strengths
- Managing weakness
- Building strong habits, strong teams and strong subordinates

6. Improvisational Leadership – maximizing productivity and morale on the fly

Competencies Developed

- Increased ability to respond positively in fast moving situations
- Develop impromptu creativity
- Enhanced presentation Skills
- Improved listening and communication skills
- Creating environments in which others can thrive and take healthy risks

7. Presentation Skills – influencing through presence

Competencies Developed

- Fine-tuning improvisational leadership skills
- Strengthening *feedforward* and feedback skills
- Verbal presentation to enable greater efficacy in communication and confidence
- Greater motivating and influencing skills

8. Managing Conflict – decreasing the costs and increasing creativity

Competencies Developed

- Employee engagement
- Creating common ground
- Using common goals to refocus disputes back to team work
- Using language to calm, soothe and focus self and others
- Understanding the effect of good conflict management on the bottom line

9. Time Management – doing more in less time

Competencies Developed

- Goal Setting and Prioritizing
- Learn 4 key components of Time Management
- Understand how to use Steven Covey's basic principles:
 1. Be proactive
 2. Start with the end in mind
 3. First things first
- Prioritizing using Covey's "Important and Urgent" table

10. Delegation – escaping the micromanager trap

Competencies Developed

- Delegation through clarification of goals, roles, interpersonal dynamics and procedures
- Delegating through solution-focused communication
- Empowering employees with "right fit" delegation
- Increasing productivity and morale through better role allocation and measuring that increase in productivity's effect on the bottom line

11. Team Building – driving team productivity

Competencies Developed

- Fine-tuning innovation skills
- Team guidance: G.R.I.P.: Clarification of goals, roles, interpersonal dynamics and procedures
- Engaging and motivating teams
- Creating synergy on team projects
- Staff development
- Understanding the effect of strong teams on the bottom line

12. Innovation – Process Improvement – production to people processes

Competencies Developed

- Fundamentals of Innovation
- Using innovation techniques to cut waste, increase throughput, and streamline processes
- Problem solving and decision making
- Advanced brainstorming
- Use of the Solution-Generating Process (eight step process)

13. Organizing Work and Life for Stress-Free Productivity

Competencies Developed

- Managing workflow
- Setting up time, space and tools
- Setting up the right “buckets”
- Getting projects under control

14. Final Session: Synthesizing Learning, ROI Presentation and Graduation

Competencies Developed

- How to proactively develop your career
- Presentation skills polished
- Enhancing all leadership skills learned thus far
- Fine-tuning cost/benefit analysis skills for the value you bring to the company

Advanced Leadership University Modules

15. Employee Productivity and Engagement

Competencies Developed

- Problem solving and decision making
- Brainstorming for innovation
- Basic team facilitation
- Understanding the effect of good leadership on the bottom line

16. Powerful Team Decisions - increasing speed and quality

Competencies Developed

- About complexity and simplicity
- Thinking in parallel (as opposed to arguing)
- The Six Hats methodology
- Use of each of the hats

17. Coaching – driving productivity & morale

Competencies Developed

- Developing employees
- Helping others set goals
- Understanding how to lead through support
- G.R.I.P. Team Effectiveness tool
- Discovering what drives your protégé and motivating him/her

18. Advanced Presentation Skills – influencing powerfully

Competencies Developed

- Verbal presentation to enable greater power in communication and confidence
- Influencing others through presence
- Creating Messages that Stick
- Positive *feedforward* skills

19. Guiding Change that Works – for leaders

Competencies Developed

- Creating system-wide changes
- Identifying and building upon the following key facets of successful change motivators:
 - Fundamentals of Identity (core purpose and core values)
 - Assets (strengths & resources)
 - Concerns (if change is not successful)
 - Energizing Vision (with successful change)
 - Starting Steps (towards vision)
 - Guiding change within and across departments

20. Strategic Thinking – understanding complex systems

Competencies Developed

- Understanding the Value Chain from vendors to customers for your company
- Team leadership
- Ability to understand the “big picture” while decision making
- Environmental Assessment
- Aligning processes with corporate goals
- Stakeholder awareness and buy-in

21. Strategic Planning – improving complex systems

Competencies Developed

- Strategic thinking
- Strategic planning
- Adapting strategic planning to fit the situation
- Engaging stakeholders
- Actual creation of a strategic plan (for your organization/team)

22. Final Session: Synthesizing Learning, Return on Investment Presentation and Graduation

Competencies Developed

- How to proactively develop your career
- Presentation skills polished
- Enhancing all leadership skills learned thus far
- Fine-tuning cost/benefit analysis skills for the value you bring to the company