

intRAtrain Performance and Learning

Moving to Leadership



Effective leaders realize that the glue that builds a strong bond between leader and follower are the elements of credibility and trust. Moving from peer to leader requires adapting and developing new skills. New responsibilities and demands on time can be a challenge for new and upcoming leaders. The skills required to be a new leader require time and effort to develop. Moving to Leadership includes a series of courses designed to help both new and experienced leaders refine their skills.

If you choose to work with a certified coach, they will support you with additional materials that reinforce learning transfer within your organization.

Contact Us!

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intRAtrain

intRAtrain PALS eLearning Course Catalog

In Partnership with Chart Learning

Leadership, Personal Development, Compliance, Team Development,
Sales & Customer Services
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Moving to Leadership Level One

As a new leader, you often have new responsibilities and challenges. The adjustment from peer to boss presents unfamiliar challenges. With a new role comes new responsibilities and new demands of your time. Adjusting to these changes can be difficult. Furthermore, you may now be responsible for leading a team and tasked with resolving problems that arise within it. Where do you go for help? How will you communicate your vision to others?

TIME MANAGEMENT

Effectiveness, Missions, and Goals

- Know the difference between effective and efficient, apply the three stages of managing time, write result-driven mission statements, set SMART goals, prioritize tasks, and manage multiple "A" priorities.

Focus and Efficiency

- Know how to avoid procrastination, apply guidelines for delegation, get more done in less time, implement tips on balancing home and career.

PEER TO MANAGER

Transitioning from Employee to Manager

- Many new managers struggle with the dramatic shift from individual contributor to leader. Understanding new responsibilities and priorities as a manager. Learning to provide coaching, feedback, and support to direct reports and developing skills to confidently navigate the employee-to-manager transition.

New Manager Mistakes to Avoid

- Many new managers inadvertently undermine their success by making preventable mistakes. This training highlights common pitfalls like micromanaging, failing to delegate, avoiding tough conversations, lacking emotional intelligence, and isolating themselves.

How to Transition from Peer to Boss

- Becoming the manager of your former peers is one of the toughest leadership challenges. This training covers common hurdles like resentment, eroded trust, Triangle of Truth issues, and blurred boundaries.

COACHING & MENTORING

Getting the Right Help

- The course cover the challenges to getting the right help, apply guidelines for help, implement four techniques for getting effective help.

Self-Coaching

- Topics include the four stages of self-coaching, understanding the role of self-control, resolve balanced dilemmas, and implementing self-control.

CRITICAL THINKING

Introduction to Critical Thinking

- Understand the benefits of critical thinking, know the hazards of non-critical thinking, define critical thinking, evaluate three levels of thinkers, and apply 10 strategies for critical thinking.

PROBLEM SOLVING

Early Problem Recognition

- Many individuals often struggle with identifying issues or potential roadblocks. This lack of early problem recognition can lead to operational disruptions, decreased productivity, and even financial losses. Addressing this issue is crucial for effective problem-solving within any organization.

COMMUNICATION SKILLS

Fundamentals of Communication

- Communication is a skill and like any skill it requires practice. It is improvement through practice that differentiates a skill from other forms of knowledge. If we speak clearly, share our messages through appropriate mediums, and listen attentively, the communication process usually works great.

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Moving to Leadership Level Two

Becoming a great leader doesn't happen without work. It is crucial to continually advance one's skills. It's your responsibility to ensure that all team members feel valued and that the team operates efficiently. This requires the ability to manage both your own time and that of your team. Leaders must also possess both depth and breadth of knowledge in order to set an appropriate direction for others to follow, which includes delegating when necessary. As a leader, you may now have power and authority. However, leadership is not necessarily a function of those attributes. It means mobilizing and inspiring people to take collective action.

TIME MANAGEMENT

Managing Distractions and Finding Hidden Time

- Apply shortcuts to save time, know how to make the most of downtime, make a game out of saving time, and use the power to reduce effort.

Scheduling SMART

- Implement guidelines for scheduling SMART goals and activities to maximize your effectiveness and efficiency, schedule recurring activities, record and track progress using your natural energy cycles.

PEER TO MANAGER

Managing People with More Experience than You

- New managers often feel insecure about leading more experienced team members. This training addresses concerns like lacking credibility, pushback on decisions, and knowledge gaps.

Mentoring Peers

- Understand the benefits and challenges of mentoring, self-evaluate your mentoring readiness, utilize characteristics of effective peer mentors, implement peer mentoring moments, and steps for formal peer mentoring.

Coaching Peers

- Know the benefits of peer coaching, apply the behaviors of effective peer coaches, implement four partnering roles of peer coaches, and apply the GROW question model for sequencing a coaching session.

COMMUNICATION SKILLS

Effective Meetings

- Meetings serve important functions, however. We use them to exchange information, get team input on ideas, brainstorm new ideas, and solve problems. If our meetings are ineffective, it's hard to achieve these goals.

Verbal Communication

- Whether you're having a conversation, participating in a staff meeting, or running a presentation, effective verbal communication skills play a central role in bringing both people and ideas together.

EXPERTISE/EMPLOYEE RETENTION

Leadership Expertise

- Knowledge is power and knowledge without application is wasted potential. We will guide you to self-examine your knowledge base and identify opportunities for development. Effective leaders need both depth and breadth of knowledge in order to set an appropriate direction others will follow.

RESPONSIBLE INITIATIVE

Personal Leadership

- Identify opportunities to lead a shared vision, implement the four stages of personal leadership vision, and get unstuck.

INFLUENCE

Appropriate Use of Power

- While influence can be a valuable tool in achieving objectives and driving initiatives, inappropriate use of power can lead to conflicts. This program delves into the nuances of using power appropriately within an organizational context.

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Moving to Leadership Level Three

Growing as a leader is an ongoing process. Leaders must think rationally and critically, avoiding the emotional and irrational fallacies of an undisciplined mind. Leaders should also be able to formulate persuasive arguments based on reason and recognize effective, reason-based arguments in others. As a leader, you are expected to embody the company's values while utilizing your skills to impact the workforce positively. Managing responsibilities requires polished people management, process management, and time management skills

TIME MANAGEMENT

Maximizing Productivity

- Effective time management is a crucial skill in the business world, essential for maximizing productivity. Many individuals grapple with challenges such as poor prioritization, frequent interruptions, and an inability to delegate tasks.

COACHING & MENTORING

Giving and Receiving Feedback

- Understand the difference between feedback and feed-forward, apply criteria for ineffective and effective feedback, deliver two types of effective feedback, and effectively receive feedback

COMMUNICATION SKILLS

Writing Skills

- The quality of your writing can make the difference between a positive and negative impression. Writing abilities are a crucial component of communication.

EXPERTISE/EMPLOYEE RETENTION

Leadership Credibility

- When leaders demonstrate expertise in their field, consistently make informed decisions, and effectively communicate their vision and expectations, employees are more likely to trust and respect their leadership.

INFLUENCE

Six Influence Techniques

- This training provides practical techniques and strategies to enhance one's influence in professional settings. Understand how to use persuasion, asserting, visioning, involving, disengaging and the "Z" model.

CRITICAL THINKING

Managing Deceptions and Fallacies

- Know the influencers battling for control of your mind, avoid emotional and rational fallacies, identify traits and costs of the undisciplined mind, and become a fair-minded, disciplined thinker.

Persuasive Arguments

- Know about arguments used by critical thinkers, apply the stages of persuasive arguments, and implement steps for recognizing and evaluating arguments.

PROBLEM SOLVING

Four Stages of Creative Problem-Solving

- This training program helps participants overcome challenges by guiding them through a structured approach to problem-solving. The four stages offer a clear framework for tackling complex issues.

CHANGE MANAGEMENT

Initiating and Leading Change

- Many leaders often face resistance to change due to fear of the unknown, disrupted routines, or concerns about roles. Communication breakdowns, lack of clarity, and inadequate leadership can exacerbate these challenges.

ETHICS

Introduction to Ethics

- This training equips individuals with the knowledge and skills needed to navigate the complex landscape of business ethics, ensuring that they can make sound decisions that align with their organization's values and the broader ethical standards of society.

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