

READYSET LEAD TRAINING

Curriculum Overview

This series combines skill- and application-based lessons to build impactful leadership competencies through ten engaging, interactive eLearning courses.

Courses		Description	Key Skills	Follow-Up Actions
Course 1	Establishing Team Values	Learn the importance of team values and discover how to clearly define them.	<ul style="list-style-type: none"> Self-assessing your own values Aligning values to rewards, recognition, and performance 	<ul style="list-style-type: none"> Create a set of values for your team Reflect on how to live your own values in your day-to-day responsibilities
Course 2	Motivating Your Team	Explore how to create a positive work environment and leverage each team member's personal motivators.	<ul style="list-style-type: none"> Creating a positive and safe environment Personalizing approach to individual motivators 	<ul style="list-style-type: none"> Think about members of your team and how you can motivate each person Complete a practice exercise around an individual's motivators
Course 3	Leading Team Meetings	Learn how to effectively lead team meetings from prep, to facilitation and follow-up.	<ul style="list-style-type: none"> Effective meeting preparation and follow-up Facilitation best practices 	<ul style="list-style-type: none"> Create an outline to prepare for a future team meeting Evaluate the outline for strengths and opportunities
Course 4	Conflict Resolution	Find out simple strategies for managing conflict, including identifying conflict styles and adapting your approach.	<ul style="list-style-type: none"> Identifying conflict styles Pausing and adapting your style before reacting 	<ul style="list-style-type: none"> Reflect on your go-to style for resolving conflicts Practice how you'd respond in sample conflict scenarios Role play with your manager

Course 5	Effective 1-on-1s	Discover 1-on-1 best practices, including how to ask open-ended questions and engage in active listening to build relationships.	<ul style="list-style-type: none"> • Effective listening • Asking open-ended questions • Empowering team members to own their development 	<ul style="list-style-type: none"> • Write an agenda for a teammate's future 1-on-1 meeting • Role play with your manager
Course 6	Goal Setting	Learn the ins and outs of SMART goals and how to implement them with your team to help them grow.	<ul style="list-style-type: none"> • SMART goal setting and progress tracking • Supporting team member development 	<ul style="list-style-type: none"> • Create a GAPS Grid on your own performance • Practice writing SMART goals for sample scenarios
Course 7	Coaching	Master basic coaching techniques like the GROW model and learn how to recognize and avoid common mistakes.	<ul style="list-style-type: none"> • Leveraging the GROW model for effective coaching 	<ul style="list-style-type: none"> • Reflect on where you can improve your coaching skills and what you can do to improve • Use the GROW model to evaluate one of your coaching goals
Course 8	Giving Feedback	Identify best practices for giving feedback and building a feedback-forward culture.	<ul style="list-style-type: none"> • Delivering effective SBI feedback • Modeling desired feedback behavior 	<ul style="list-style-type: none"> • Practice writing constructive feedback • Draft SBI feedback for a teammate
Course 9	Performance Management	Explore performance management best practices, including how to manage Performance Improvement Plans.	<ul style="list-style-type: none"> • Awareness of why performance issues arise • Creating effective PIPs 	<ul style="list-style-type: none"> • Reflect on your strengths and opportunities for performance management • Use the Performance Management Cycle to practice preparing for a meeting
Course 10	Delegation	Learn why delegation is a critical leadership skill and things to keep in mind when delegating.	<ul style="list-style-type: none"> • Five steps of effective delegation • Delegation best practices and how to overcome obstacles to delegation 	<ul style="list-style-type: none"> • Decide which of your upcoming tasks could and should be delegated • Practice using delegation in a sample scenario