

Field Leader Institute

Building a BETTER FUTURE by developing
EXCEPTIONAL LEADERS, one at a time.



www.cjbaxtergroup.com

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Why Field Leader Institute? Complexity and change are constant challenges in today's business environment. Now, more than ever, your company needs strong, effective field leaders. You need skills, self-awareness and the ability to engender trust and respect from those you lead.

Program Focus. The C.J. Baxter Group Field Leader Institute is a tightly structured program in which industry professionals examine themselves and the impact they have on their organization through a variety of hands-on, interactive experiences. Attendees will:

- Receive personal assessments for individual development
- Encounter experiential leadership activities
- Learn how to give and receive effective feedback
- Discover the importance of building trust to form high performing teams
- Understand the power of field leaders
- Realize the essential leadership skills for field leaders

Who Should Attend?

- Superintendents
- Foremen
- Production & Maintenance Leaders
- Project Engineers
- Leaders with responsibilities at the field level

Benefits of Attending

Individual

- Learn how you can reach your peak potential as a leader
- Gain a deep understanding of your leadership strengths and opportunities for growth through assessments
- Obtain a clearer understanding of your leadership effectiveness from coaching and feedback
- Discover specific "next steps" to improving your leadership performance from a personal plan of action
- Advance your professional development when you receive a certificate of completion for continuing education credits.

Organizational

- Lower the risk of your business by building a deep pipeline of field leaders
- Enhance your organization's ability to execute on projects
- Increase engagement and organizational loyalty
- Develop the capacity for your field leaders to step into roles of greater responsibility and impact
- Increase the ability of your field leaders to positively influence project stakeholders

Contact us today to schedule a no-obligation consultation.



Modules / Topics

- Principles of Leadership
- Practices of Empowering Leaders
- The Five Leadership Roles
- Leadership Practices: Self-Assessment
- Personal Productivity
- Fundamentals of High-Performance Teams
- Performance Expectations
- Empowering Others for Success

Program Objectives

- Recognize yourself as a leader
- Understand the practice of empowering leaders
- Commit to lead "from the balcony"
- Find a balance among the 5 Leadership roles
- Improve personal productivity and use of time
- Understand the fundamentals of teams and leadership within a team environment
- Establish clear performance expectations and develop the ability to confront poor performance
- Become a leader who empowers others

DAY 1

Module 1 Principles of Leadership

OBJECTIVES:

- The importance of leadership in achieving long-term organizational success
- The five myths of leadership
- The difference between leadership and management
- The difference between controlling and empowering leadership styles

OUTLINE:

1. Introductions & Expectations
2. Challenge of Business Survival
3. Exercise: Leadership is....
4. Myths of Leadership
5. Management vs. Leadership
6. Two Kinds of Leaders
7. Personal Application & Conclusion

Module 2 Characteristics of HP

OBJECTIVES:

- Empowering leaders have a driving passion for realizing their vision
- Empowering leaders build and sustain trust with their followers
- Empowering leaders unleash the commitment and motivation to their followers
- Empowering leaders are social and organizational architects
- Empowering leaders act from positive beliefs about people and situations

OUTLINE:

1. Overview
2. Vision of Your Organization
3. Trust
4. Unleash the Motivation and Commitment
5. Social and Organizational Architects
6. Acting from Positive Beliefs About People and Situations
7. Selecting Empowering Beliefs
8. Personal Assessment

Module 3 The 5 Leadership Roles

OBJECTIVES:

- The three core elements of team effectiveness
- The five roles of leadership
- The appropriate balance among the five roles
- How to lead "from the balcony"
- How to use a set of diagnostic questions to lead "from the balcony"

OUTLINE:

1. Overview of Program
2. Introduce the Team Model
3. Leadership From the Balcony
4. Future State of your Organization
5. Adding Value From the Balcony
6. Introduce 5 Leadership Roles
7. Application

Module 4 Leadership Assessment

OBJECTIVES:

- Understanding your strengths and weaknesses as a leader
- Assessing yourself in the five leadership roles
- Knowing how others view you in your organization
- Developing personal improvement plans

OUTLINE:

1. Overview
2. Leadership Practices: A Self-Assessment
3. Scoring and Plotting the Survey
4. Assessment Categories
5. Profile Analysis
6. Improvement Planning

DAY 2

Module 5 Personal Productivity

OBJECTIVES:

- How you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and the urgent and how to schedule time for the important
- To set professional goals to guide your use of time
- A systematic approach to managing daily events

OUTLINE:

1. Pre-work (Complete time log for three days)
2. Overview of Module
3. What is Time Management
4. Are We Running a Fire Department
5. Time Log Evaluations
6. Barriers to Time Management
7. Present Time Management Matrix
8. Personal Application
9. Summary

Module 6 Fundamentals of HP Teams

OBJECTIVES:

- The definition of High-Performance team and how it differs from traditional work groups
- The three element of High-Performance Teams
- Four types of teams
- The stages of team development

OUTLINE:

1. Overview
2. Introduction to Teams
3. High-Performance Teams
4. The Team Model
5. Four Kinds of Teams Stages of Team Development

Module 7 Performance Expectations

OBJECTIVES:

- How you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and the urgent and how to schedule time for the important
- To set professional goals to guide your use of time
- A systematic approach to managing daily events

OUTLINE:

1. Program Highlights and Objectives
2. Harnessing Harmful Behavior
3. Non-negotiables
4. The Skill
5. Practicing Harnessing
6. Application
7. Review and Conclusion

Module 8 Empowering Others

OBJECTIVES:

- The difference between commitment and compliance
- How leadership changes to create commitment
- The four principles of empowerment
- The elements of empowerment
- A matrix for identifying what people need in order to be empowered
- A dialog to transfer power to others
- A model of situational leadership

OUTLINE:

1. Overview of Module
2. Compliance to Commitment
3. Principles of Empowerment
4. Information Sharing
5. Sharing Responsibility
6. Elements of Empowerment
7. Empowerment Matrix
8. Empowerment Dialogue
9. Situational Leadership
10. Program Summary

Tax Deduction

If the purpose of attending this program is to help you maintain or improve skills relating to employment or business, expenses relating to the program may be tax-deductible per I.R.C. Reg. 1.162-5. Please consult your tax adviser.

Certificate of Completion / Continuing Education Credit

Each participant will be given a certificate of completion indicating classroom contact hours. Continuing Education Credits are issued per the national/industrial continuing education guidelines, and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency. This program consists of 16 contact hours (1.6 CEUs). No partial credit will be awarded; you must attend the entire program to receive credit.



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A partial list of clients who have turned to us for their customized leadership development needs includes:



KENT HUTCHISON

WORKSHOP LEADER ★ FACILITATOR ★ TRAINER



Leadership Is About

VISION

