



CORPORATE EDUCATION GROUP

Virtual Leadership
Learning Journey



Corporate Education Group
Learning That Powers Performance



Virtual Leadership Learning Journey

Successfully Leading a Hybrid Workforce

Virtual Program (16 learning hours paced over 3-4 weeks)

- Five Virtual Learning Sessions
 - Building and Maintaining Psychological Safety (3 hours)
 - Increase Your Energy and Productivity Using the Science of Timing and Focus (3 hours)
 - Building Leadership Agility with SLII® Concepts (3 hours)
 - Designing and Facilitating Effective Hybrid Meetings (3 hours)
 - Honing Your Virtual Presentation Skills (3 hours)
- LBAII® Assessment
- Self-paced “Bridge” Learning Assignments
- Kick-off Session
- Two 30 minute Individual 1-1 Coaching Sessions (optional)

Program Description

Hybrid work is here to stay. Across the globe, organizations of all sizes are exploring how best to approach it and how to equip their workforce to adapt and succeed in a hybrid environment. We have learned over the past few years that we can work remotely and be productive; so how much do we retain that flexibility of when and where “work” takes place? How much autonomy do we give managers and employees around physical positioning and choice? And how do we balance business demands with individual needs and preferences?

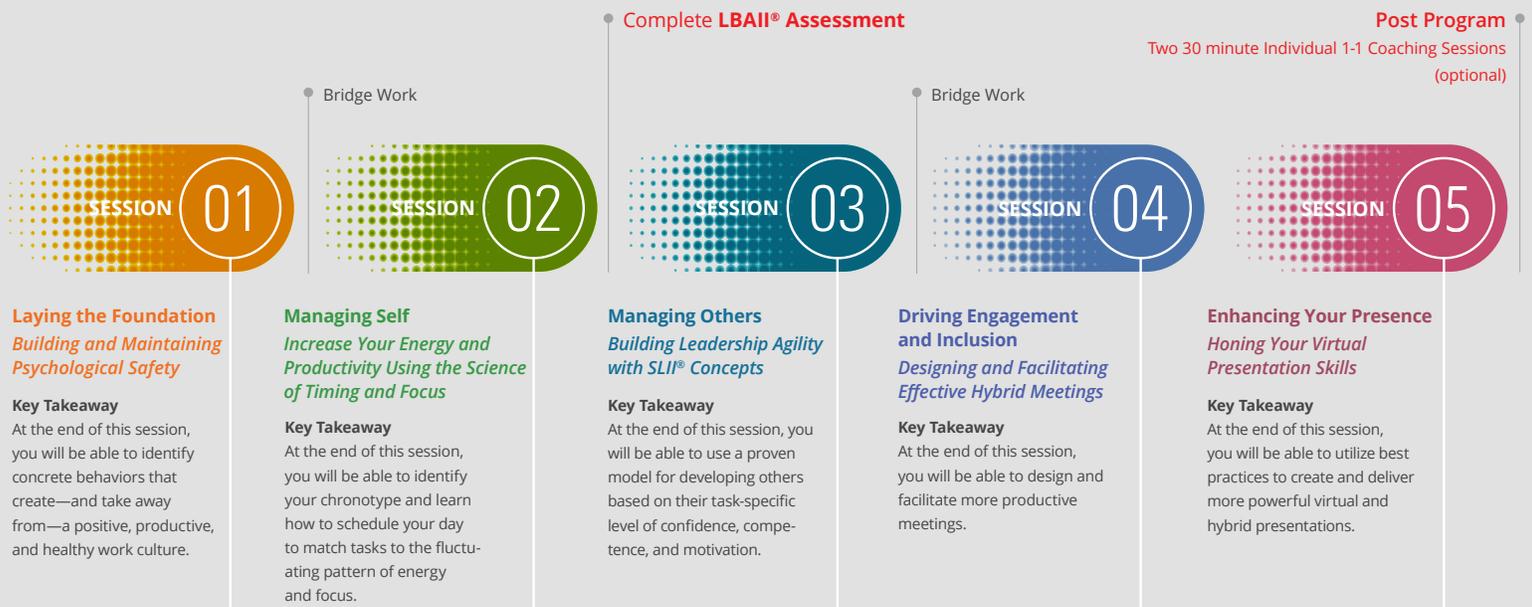
Wherever your organization is on its journey toward embracing hybrid work, there are new skill sets that need to be learned... and old skill sets that need dusting off and polishing. This highly-interactive learning journey is laser focused on building the mindset, skill set and tool

set that managers need to create a healthy and high-performing hybrid team culture—one that enables all team members to contribute, collaborate, and perform at their best, regardless of physical location.

Starting with foundational principles for building psychological safety, the journey moves into what managers need to do first: set themselves up for success as leaders. Time and energy management, as well as sharpening focus and building resilience are necessary first steps. Next, we look at building one-on-one relationships, using the SLII® Concepts framework as a guide to flexing one’s leadership style based on task- and goal-specific needs of team members. After that, we move into key skill sets that need to be adjusted in the hybrid work space: designing and facilitating effective meetings and virtual presentation skills.



Virtual Leadership Learning Journey Program at a Glance



Total Program Duration is 3-4 Weeks

- **Competencies:** Communication, Facilitation, Leadership Agility, Time Management, Growth Mindset
- **Duration:** 16 hours live virtual sessions
- **Coaching:** Two 30 minute Individual 1-1 Coaching Sessions (optional)



Build Professional Credibility
Upon successful completion of the Virtual Leadership Certificate Program, you will earn a co-branded certificate of completion jointly issued from CEG and Duke Continuing Studies.



Who Should Attend

This program is designed for leaders and managers with responsibility for managing dispersed, remote or hybrid teams, work groups, or business units.

Program Overview

CEG's Virtual Leadership Learning Journey is comprised of five 3-hour sessions. The sessions are typically delivered over a 3-week duration, but delivery cadence is flexible.

SESSION 1

LAYING THE FOUNDATION

Building and Maintaining Psychological Safety (3-hours)

A work culture of psychological safety fosters true learning, critical thinking, innovation, and growth. It creates an environment of “rewarded vulnerability,” where candor and creativity are embraced and mistakes are opportunities to grow. What does it take to create and sustain psychological safety at work? What behaviors cultivate mutual respect and trust, and what actions and norms erode it? In this session, you'll learn how to stimulate productive conflict while strengthening relationships and enhancing team performance.

Topics:

- The Importance of Psychological Safety
- Fear or Safety? Transforming Your Culture
- Four Stages of Psychological Safety
- Making Space for the Learning Zone
- Setting the Stage
- Inviting Participation
- Responding Productively

Key Takeaway: At the end of this session, you will be able to identify concrete behaviors that create—and take away from—a positive, productive, and healthy work culture

SESSION 2

MANAGING SELF

Increase Your Energy and Productivity Using the Science of Timing and Focus (3 hours)

Do you find yourself distracted throughout the workday, quickly hitting the point of diminishing returns with energy and mental clarity? Before you can successfully manage a virtual or hybrid team, it's important to “get your own house in order.” In this session we explore concrete tools and techniques for sharpening your focus and structuring your day to maximize your productivity, your time, and your energy.

Topics:

- Dealing with Distractions
- Interruption Science and Productivity
- The Varied Costs of Disruption
- Embracing Mindfulness: Silencing the Noise
- Finding Your Best “When”
- Determining Your Chronotype
- Structuring Your Day for Success

Key Takeaway: At the end of this session, you will be able to identify your chronotype and learn how to schedule your day to match tasks to the fluctuating pattern of energy and focus.

SESSION 3

MANAGING OTHERS

Building Leadership Agility with SLII® Concepts (3 hours)

Turning our focus to managing others, we'll utilize the SLII® Concepts framework to explore the importance of matching your leadership style to

level of competence and commitment to determine their development level. You'll also build the skills to match your leadership style to best meet their needs, tailoring and aligning the right amount of supportive and directive behaviors.

Topics:

- The Impact of Too Much or Not Enough Leadership
- The Three Skills of SLII®
- Setting SMART Goals
- Diagnosing Developmental Level
- Matching Your Leadership Style
- Scenario Practice

Key Takeaway: At the end of this session, you will be able to use a proven model for developing others based on their task-specific level of confidence, competence, and motivation.

SESSION 4

DRIVING ENGAGEMENT AND INCLUSION

Designing and Facilitating Effective Hybrid Meetings (3 hours)

Effective facilitation is both a science and an art. Unfortunately, poor facilitation is all too common, and it's also very costly to an organization - wasting time, energy, and money. To facilitate successfully in a hybrid environment—whether you're running a team meeting, a brainstorming session, or a strategic planning workshop—requires a sharpening of your skill set and your processes. In this highly interactive session, we will learn how to leverage the 5 Ps of preparation to drive engagement and momentum. We'll explore higher level facilitation techniques, giving you insight into new ways to design and facilitate more effective meetings that are shorter, more focused, and more productive.

Topics:

- Defining Goals, Roles, and Process
- Designing for Inclusion
- The Four Stages of Meeting Facilitation
- Important Considerations for Hybrid Teams
- Dealing with Common Challenges
- Scenario Discussions

Key Takeaway: At the end of this session, you will be able to design and facilitate more productive meetings.

SESSION 5

ENHANCING YOUR PRESENCE

Honing Your Virtual Presentation Skills

(3 hours)

Very few skill sets are as valuable in business as the ability to create and deliver a powerful presentation. In this session, we'll explore best practices for: showing up virtually with credibility; structuring for interactivity; and exploiting the features (and avoiding the pitfalls) of the platform and technology you'll be using. You'll learn how to demonstrate "presence" in the virtual space and ways to utilize strategic storytelling to captivate your audience. Lastly, we will examine techniques to address challenges unique to hybrid delivery, from both a content and a relational perspective.

Topics:

- The Five Deadly Sins of Presenting Virtually
- Showing Up with Credibility
- Structuring for Success
- Resonating with Your Audience
- Using Strategic Storytelling
- Enhancing Your Delivery

Key Takeaway: At the end of this session, you will be able to utilize best practices to create and deliver more powerful virtual and hybrid presentations.





About Corporate Education Group

Corporate Education Group (CEG) is a premier provider of talent development solutions. Since 1987, CEG has collaborated with clients to unlock business value by delivering talent strategies and development solutions that align with targeted business goals to make your workforce exceptional. From assessments to advisory consulting, program design, coaching, training delivery and measurement, we identify the right solutions to unlock business value. Our mission is to enable clients of any size, in any industry, to cultivate exceptional leaders and develop a skilled and resilient workforce to advance a culture of engagement, accomplishment, inclusion, and trust.

Through our strategic alliance with Duke University Management Training, we offer premiere certificate programs backed by a renowned higher-education institution. Our practice focus is in Management and Leadership, Diversity, Equity and Inclusion, Project Management, Business Analysis, Agile and Scrum, and Lean Six Sigma, and our solutions are delivered in onsite, classroom, virtual, on-demand and blended settings. CEG is a PMI® Charter Global Registered Education Provider and a member of the Global Executive Council, an IIBA® Endorsed Education Provider, and an approved Channel Partner with the Blanchard Partner Network. For more information please visit www.corpedgroup.com.



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