<table>
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<th>Week</th>
<th>Description</th>
<th>Tools</th>
<th>Expected Outcomes</th>
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| Week 1: August 19, 2020 | Week 1 Overview:  
- Introductions  
- Program Overview  
- Using the Sandler Success Triangle  
- Many Hats of Leadership  
- Overview of “The 4 Hats of Leadership”  
- Effective versus Ineffective Leadership  
- Leadership Challenges | Students will use these tools in Week 1:  
1. The Sandler Success Triangle  
2. Many Hats of Leadership  
3. The 4 Hats of Leadership Matrix  
4. Leadership Challenges Survey | Students will:  
- Set goals for using each of the 4 Hats for the team you have today  
- Set goals for using the 4 Hats as you and your team evolve  
- Set goals for leadership traits and behaviors |
| Week 2: August 26, 2020 | Week 2 Overview:  
- Supervisor Best Practices  
- 7 Guidelines for Leaders  
- Monitoring Performance  
- Using Closed Loop Feedback effectively  
- Supervision Case Study  
- Current Leadership Challenges  
- Behavior, Attitude, or Technique? | Students will use these tools in Week 2:  
1. Monitoring Daily Activities  
2. Closed Loop Feedback Checklist  
3. 4 Hats of Leadership Matrix | Students will:  
- Apply the 4 Hats to weekly goals  
- Learn skills for monitoring performance  
- Practice Closed Loop Feedback in a safe setting  
- Apply the Sandler Success Triangle to team performance issues |
| Week 3: September 2, 2020 | Week 3 Overview:  
- Using the SEARCH Model to evaluate team roles and performance  
- Identifying skills gaps on your team  
- Supervision Case Study  
- Current Leadership Challenges | Students will use these tools in Week 3:  
1. 4 Hats of Leadership Matrix  
2. SEARCH Model | Students will:  
- Work in group discussions on real-life supervision and leadership challenges  
- Apply the 4 Hats to weekly goals and projects  
- Apply SEARCH model to team performance and roles |
| Week 4: September 9, 2020 | Week 4 Overview:  
- The Seven Steps of Effective Coaching  
- Identity/Role Theory in Coaching  
- The Power of Overcoming Limiting beliefs  
- Using Closed Loop Feedback in Coaching  
- Current Leadership Challenges | Students will use these tools in week 4:  
1. The Seven Steps Checklist  
2. The Deserted Island Exercise  
3. Closed Loop Feedback Form | Students will:  
- Work in group discussion and breakouts to apply the Seven Steps  
- Learn to apply I/R theory for themselves and their teams  
- Practice Closed Loop Feedback in a safe setting |
| Week 5: September 16, 2020 | Week 5 Overview:  
- The Role of the Mentor  
- How Coaching & Mentoring are Different  
- The Mentor Effect  
- Traits & Behaviors of a Great Protege  
- Mentoring & Succession Planning  
- Finding a Great Mentor | Students will use these tools in week 5:  
1. Effective Mentoring Checklist  
2. Ideal Protégé Profile  
3. Ideal Mentor Profile | Students will:  
- Apply the Effective Mentoring Checklist  
- Complete their Ideal Protégé Profile  
- Build their own Ideal Mentor Profile |
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| Week 6: September 23, 2020 | Week 6 Overview:  
- Leadership Principles for the Next Level  
- Stages of Change  
- Willing & Able Quadrant  
- Three Cs of Success  
- Coaching Questions for Your Toolkit  
- Recalibrate The 4 Hats of Leadership  
- Survey of Leadership Traits & Behaviors  
- Wrap up lessons learned and goals | Students will use these tools in week 6:  
1. The 4 Hats of Leadership Matrix  
2. Willing & Able Quadrant  
3. Stages of Change Checklist | Students will:  
- Check-in on progress using “The 4 Hats Matrix”  
- Recalibrate goals for using the 4 Hats  
- Recalibrate goals on building leadership traits and behaviors  
- Apply the Willing & Able Quadrant to team  
- Set next level goals as leaders |

| Week 1 | Foundations of “The 4 Hats of Leadership” and why each role is essential for effective leadership |  |
| Week 2 | Best practices for supervision, moving from authority to influence, and the impact of supervision on training, coaching, and mentoring. |  |
| Week 3 | Using the SEARCH Model to clarify roles, skills, traits, and behaviors, and addressing current leadership challenges. |  |
| Week 4 | Using the 7 Steps of Coaching to establish influence and become a more effective leader. |  |
| Week 5 | The role of the Mentor, how Mentoring and Coaching are different, initial steps of succession planning. |  |
| Week 6 | Building on your leadership toolkit with the Three Cs of Success and the “Willing & Able Quadrant” |  |