

Week	Description	Tools	Expected Outcomes
Week 1: August 19, 2020	<b>Week 1 Overview:</b> <ul style="list-style-type: none"> <li>- Introductions</li> <li>- Program Overview</li> <li>- Using the Sandler Success Triangle</li> <li>- Many Hats of Leadership</li> <li>- Overview of “The 4 Hats of Leadership”</li> <li>- Effective versus Ineffective Leadership</li> <li>- Leadership Challenges</li> </ul>	Students will use these tools in Week 1: <ol style="list-style-type: none"> <li>1. The Sandler Success Triangle</li> <li>2. Many Hats of Leadership</li> <li>3. The 4 Hats of Leadership Matrix</li> <li>4. Leadership Challenges Survey</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Set goals for using each of the 4 Hats for the team you have today</li> <li>- Set goals for using the 4 Hats as you and your team evolve</li> <li>- Set goals for leadership traits and behaviors</li> </ul>
Week 2: August 26, 2020	<b>Week 2 Overview:</b> <ul style="list-style-type: none"> <li>- Supervisor Best Practices</li> <li>- 7 Guidelines for Leaders</li> <li>- Monitoring Performance</li> <li>- Using Closed Loop Feedback effectively</li> <li>- Supervision Case Study</li> <li>- Current Leadership Challenges</li> <li>- Behavior, Attitude, or Technique?</li> </ul>	Students will use these tools in Week 2: <ol style="list-style-type: none"> <li>1. Monitoring Daily Activities</li> <li>2. Closed Loop Feedback Checklist</li> <li>3. 4 Hats of Leadership Matrix</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Apply the 4 Hats to weekly goals</li> <li>- Learn skills for monitoring performance</li> <li>- Practice Closed Loop Feedback in a safe setting</li> <li>- Apply the Sandler Success Triangle to team performance issues</li> </ul>
Week 3: September 2, 2020	<b>Week 3 Overview:</b> <ul style="list-style-type: none"> <li>- Using the SEARCH Model to evaluate team roles and performance</li> <li>- Identifying skills gaps on your team</li> <li>- Supervision Case Study</li> <li>- Current Leadership Challenges</li> </ul>	Students will use these tools in Week 3: <ol style="list-style-type: none"> <li>1. 4 Hats of Leadership Matrix</li> <li>2. SEARCH Model</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Work in group discussions on real-life supervision and leadership challenges</li> <li>- Apply the 4 Hats to weekly goals and projects</li> <li>- Apply SEARCH model to team performance and roles</li> </ul>
Week 4: September 9, 2020	<b>Week 4 Overview:</b> <ul style="list-style-type: none"> <li>- The Seven Steps of Effective Coaching</li> <li>- Identity/Role Theory in Coaching</li> <li>- The Power of Overcoming Limiting beliefs</li> <li>- Using Closed Loop Feedback in Coaching</li> <li>- Current Leadership Challenges</li> </ul>	Students will use these tools in week 4: <ol style="list-style-type: none"> <li>1. The Seven Steps Checklist</li> <li>2. The Deserted Island Exercise</li> <li>3. Closed Loop Feedback Form</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Work in group discussion and breakouts to apply the Seven Steps</li> <li>- Learn to apply I/R theory for themselves and their teams</li> <li>- Practice Closed Loop Feedback in a safe setting</li> </ul>
Week 5: September 16, 2020	<b>Week 5 Overview:</b> <ul style="list-style-type: none"> <li>- The Role of the Mentor</li> <li>- How Coaching &amp; Mentoring are Different</li> <li>- The Mentor Effect</li> <li>- Traits &amp; Behaviors of a Great Protegee</li> <li>- Mentoring &amp; Succession Planning</li> <li>- Finding a Great Mentor</li> </ul>	Students will use these tools in week 5: <ol style="list-style-type: none"> <li>1. Effective Mentoring Checklist</li> <li>2. Ideal Protégé Profile</li> <li>3. Ideal Mentor Profile</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Apply the Effective Mentoring Checklist</li> <li>- Complete their Ideal Protégé Profile</li> <li>- Build their own Ideal Mentor Profile</li> </ul>

Week	Description	Tools	Expected Outcomes
Week 6: September 23, 2020	Week 6 Overview: <ul style="list-style-type: none"> <li>- Leadership Principles for the Next Level</li> <li>- Stages of Change</li> <li>- Willing &amp; Able Quadrant</li> <li>- Three Cs of Success</li> <li>- Coaching Questions for Your Toolkit</li> <li>- Recalibrate The 4 Hats of Leadership</li> <li>- Survey of Leadership Traits &amp; Behaviors</li> <li>- Wrap up lessons learned and goals</li> </ul>	Students will use these tools in week 6: <ol style="list-style-type: none"> <li>1. The 4 Hats of Leadership Matrix</li> <li>2. Willing &amp; Able Quadrant</li> <li>3. Stages of Change Checklist</li> </ol>	Students will: <ul style="list-style-type: none"> <li>- Check-in on progress using "The 4 Hats Matrix"</li> <li>- Recalibrate goals for using the 4 Hats</li> <li>- Recalibrate goals on building leadership traits and behaviors</li> <li>- Apply the Willing &amp; Able Quadrant to team</li> <li>- Set next level goals as leaders</li> </ul>

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