Leadership
COURSE
CATALOG

HPT

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INTRODUCTION

Congratulations on taking the first step on improving your leadership skills. Whether you have been a position of leadership for 30 years or looking for your first leadership position, the material and activities contained in this program will help you be a more successful leader.

This catalog, outlines the complete leadership program that can be completed per recommendation or customized for your specific desired outcomes.

Contact us today to get started on your own leadership journey.

-HPT Coaches

JOURNEY OVERVIEW

On the next page, we have created an easy-to-read visual map. Notice how courses are color-coded into category of competency and grouped according to order. Complete Step 1 before progressing to Step 2, and on and on starting from the top down in each step.

CATALOG

Here's a snapshot of each course!

Leadership Essentials

Setting Expectations

Managing Hourly Employees

Coaching 101

Project Management 101

Action Planning

CATALOG

Here's a snapshot of each course!

Giving Effective Feedback

Instant Coaching

Communication Made Simple

HR Procedures

Emotional Intelligence

Managing Resistance

CATALOG

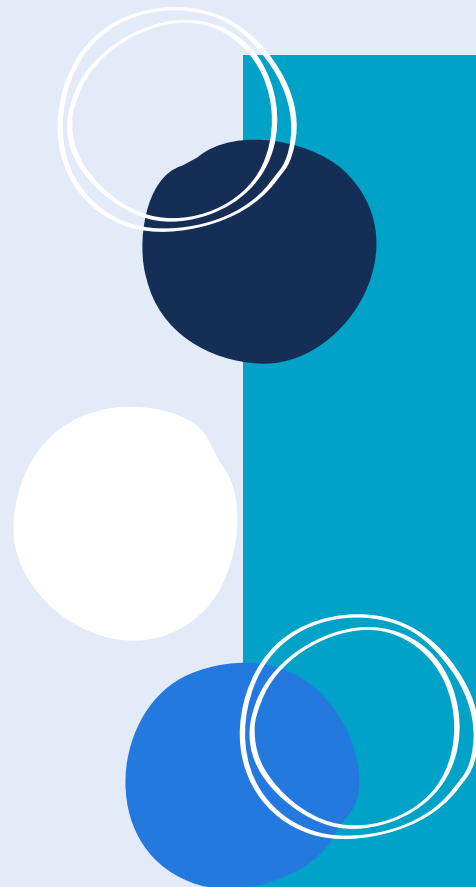Here's a snapshot of each course!

Supervising & Delegating

Principles of Management

Conflict Resolution

Leading Through Change
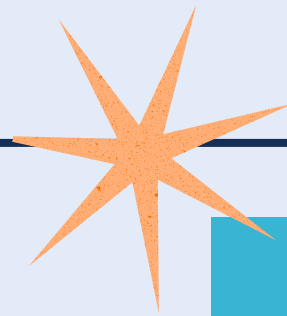
LEADERSHIP ESSENTIALS

Step 1, Course 1

Basic introduction of what defines a leader & where to start leading.

Est time: 30 minutes

- Asynchronous eLearning

SETTING EXPECTATIONS

Step 1, Course 2

How to clearly outline your expectations & how team members can meet them.

Est time: 2 hours; multiple sessions

- Asynchronous eLearning
- Activities

MANAGING HOURLY EMPLOYEES

Est time: 45 min
- Asynchronous eLearning
- Activities

Step 1, Course 3

Overview of US Labor Laws compliance.

COACHING 101

Est time: 1.5 hour; multiple sessions

- Asynchronous eLearning
- Activities
- Live Practice

Step 1, Course 4

Fundamentals of mentoring & educating your team members effectively.

PROJECT MANAGEMENT 101

Step 2, Course 1

Fundamentals of project management, scheduling activities, communicating schedules & deadlines effectively, and status reporting.

Est time: 60 minutes

- Asynchronous eLearning

ACTION PLANNING

Step 2, Course 2

Project management, employee efficiency, & strategies for setting & measuring behaviors & KPIs.

Est time: 3 hours over multiple sessions

- Asynchronous eLearning
- Activities
- Live instruction
- Live practice

GIVING EFFECTIVE FEEDBACK

Est time: 90 min; multiple sessions

- Asynchronous eLearning
- Activities
- Live Practice

Step 2, Course 3

Give feedback in performance reviews & on the job that induces changed behavior.

INSTANT COACHING

Est time: 1.5 hours; multiple sessions

- Asynchronous eLearning
- Activities
- Live Practice

Step 2, Course 4

Use the 4-Mat Approach & other tangible strategies to mentor, coach, and inspire team members to improve.
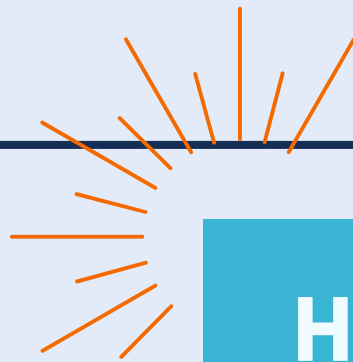
COMMUNICATION MADE SIMPLE

Step 3, Course 1

How to clearly, concisely, and compassionately communicate in person & online.

Est time: 60 minutes

- Asynchronous eLearning
- Activities

HR PROCEDURES

Step 2, Course 2

Reviews how to successfully implement corrective action after providing feedback that has not been integrated.

Est time: 60 minutes

- Asynchronous eLearning
- Activities

EMOTIONAL INTELLIGENCE

Est time: 90 min; multiple sessions

- Asynchronous eLearning
- Activities
- Live Practice

Step 3, Course 3

Build the 5 core social-emotional skills necessary for leadership with scenarios & reflections.

MANAGING RESISTANCE

Est time: 40 min

- Asynchronous eLearning
- Activities

Step 3, Course 4

Details how to help team members overcome their own opposition to feedback & change.
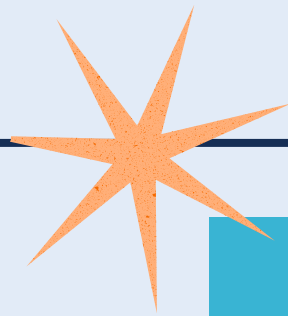
SUPERVISING & DELEGATING

Step 4, Course 1

Identifying the importance of delegating, recognizing fails, and reciting key steps for successful delegation as a supervisor.

Est time: 60 minutes

- Asynchronous eLearning
- Activities
- Live Practice

PRINCIPLES OF MANAGEMENT

Step 4, Course 2

Details the differences between a leader & manager while emphasizing action strategies to efficiently manage a team.

Est time: 45 minutes; multiple sessions

- Asynchronous eLearning
- Activities
- Live Practice

CONFLICT RESOLUTION

Est time: 20 min

- Asynchronous eLearning

Step 4, Course 3
Managing conflict, arguments, and preventing workplace hostility.

LEADING THROUGH CHANGE

Est time: 45 min

- Asynchronous eLearning

Step 4, Course 4
Inspiring team through organizational shifts & supporting logistical changes with efficiency & compassion.

CONTACT US TODAY

Click Here To Contact Us

The program can be accessed through the HPT learning portal or hosted in your own learning management system

HPT