



## Practice Advancement Program

# Management & Leadership Strategies

## Course Description

Management is the measurement of people and process, while leadership is the development of people and process. Whether you're a team of one or many, both management and leadership skills are critical to the success of your practice.

This course will enable you to form effective teams, enhance employee performance, clearly define roles and responsibilities, foster accountability, and build a distinctive company culture.

## Syllabus

### Session 1 – Introduction to Management & Leadership

- Defining Management & Leadership Strategies
- The Ideal Business Stage for Applying Management & Leadership Strategies
- Foundational Terms and Concepts

### Session 2 – Designing Your Senior Leadership Roles

- Casting Your Vision, Mission, Purpose Statements
- Servant Leadership
- Avoiding the Saboteur

### Session 3 – Personality Styles

- Leadership Assessments – Personalities, Saboteurs, DISC
- Leveraging the Synergist Within You
- Connecting the Styles

### Session 4 – Mapping & Growing Your Organization

- Building the Org Chart: Mapping Roles and Responsibilities within the Organization
- Hiring Strategies

### Session 5 – Building Culture at the Team Level: Functional Teams

- 5 Keys to Overcoming Team Dysfunction
- The Team/Culture Connection
- The Ideal Team Player

### Session 6 – Building Culture Foundations: Vision & Values

- Vision, Mission, Purpose throughout the organization
- 4 Key Value Types

### Session 7 – Managing Your Organization: Objectives and Key Results

- Goal Setting
- Measurements (e.g., KPIs and OKRs)
- Review Cycles (e.g., AAR)

### Session 8 – Leading Your Organization: Effective Team Meetings

- Meeting Strategies

### Session 9 – Analyzing Your Organization’s Behaviors

- SWOT & SOAR Analysis
- Leading a Brainstorming Session
- Leaning into the Long-Term Management & Leadership Strategy for Your Organization

### Session 10 – Wrapping Up the Concepts

- A full Course Overview

\*PREREQUISITES: There are no prerequisites for this course.