



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.