



Leadership Development Program Countdown to Session One

Program Ground Rules

In order to provide you with peace of mind both during and after today's program:

1. **What happens at LDP stays at LDP.** These programs encourage participation and interactivity. You learn by sharing and by being respectfully candid.
2. **Be prepared.** Make sure you've completed the pre-work assignments. Everyone else will have done this, and we don't want you to be unprepared.
3. **Focus entirely on the workshop.** While we don't prohibit electronics during the program (many people prefer taking notes on a device); we don't want you distracted by phone calls, emails, or other interruptions. There will be several breaks where you can check e-mail and voice mail if you must.

Your Pre-Work

- **Read** Eric Swenson's first book, *Managing People in the 21st Century*. (If you'd prefer to purchase a hard copy, [click here](#)).
- **Complete the "Values & Goals" Worksheets.** We want you to really think about your responses. So take time, get away from your daily routine to complete this information. Also, please know this information will not be shared with your program leader or anyone else in the program.
- **Take the online survey.** This helps us help you focus on your preferences, so we can tailor the program to best fit your needs. *(The survey will be e-mailed to you separately).*

Preparing for Your Day

1. **Arrive early and leave late.** Stay for the entire session. Have breakfast and lunch with the other participants.
2. **Participate actively throughout the day.** Focus on your own goals and objectives. Ask good questions.
3. **Share what you learn!** Talk to your superiors and co-workers about your new ideas so they can support you.
4. **Schedule time to complete your prep work.** Review your materials and make sure to bring them with you.

Session One Agenda

- **Welcome & Introductions**
- **State of the Workforce:** a discussion of what's happening in today's workforce that influences contemporary leadership thought
- **Fundamentals of Managing People:** Establishing values and expectations of yourself and your direct reports; discussion of impactful leaders you've had and how you can develop skills to improve your leadership skills.
- **Learning Leadership Skills That Deliver Impact:** We'll discover ways to effectively lead people in order to provide meaningful working relationships with your peers, employees, and supervisors. Focus is on styles separating leaders from managers.

