How to Build Better Leaders with Personal Leadership Training

Create a solid foundation and cultivate successful leaders

TABLE OF CONTENTS

Introduction

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Executive summary

Final words

The Foundation of Effective Leadership Training

The leadership journey is not only about managing others but also about leading oneself. That's why developing personal leadership is the foundation of your leadership training. (And let's be real, this foundation benefits every employee, not just those in a manager positions.).

Great personal leadership is about more than just making smart decisions or having the right skills. It's a journey that starts with developing a strong mindset that leads to consistent, goal-oriented actions in everyday life.

Actionable Tools

Whether you're developing leadership training for new leaders or enhancing the skills of seasoned ones, this guide presents the must-haves in your personal leadership training. It is designed to help you establish a solid foundation for effective leadership.

When creating leadership training in your organization, it is important that you, as an HR or L&D professional (or anyone working with employee training and learning), ensure that the training you create equips your employees with actionable tools they can use.

The 4 Cornerstones of Personal Leadership

In this guide, we will introduce the basic framework outlining four key cornerstones for successful personal leadership training: A Proactive Mindset, Prioritizing, Mental Resilience, and Understanding Motivation. This framework has been carefully crafted and tweaked over years and with experience by our partners and leadership experts at **byMichaelHansen**.

By embedding personal leadership and this framework into your leadership training, you will equip your leaders with tools but also cultivate a culture where these practices become part of daily habits.
Let's get into it! In the following chapters we will look at the 4 cornerstones for personal leadership and how to include them when crafting your organization's leadership training.

Developing a Proactive Mindset

Setting a strong foundation for your leaders is where your leadership training should start. And one of the most critical aspects you can focus on is helping leaders develop a proactive mindset. Proactive leaders don't simply react to situations; they actively shape their circumstances by taking responsibility for their decisions, actions, and outcomes.

Mindset Matters

A leader's mindset influences every action they take and the results they achieve. By working on their mindset, leaders can develop the awareness and habits necessary to drive positive behaviors that lead to better performance. Incorporating mindset training into your personal leadership program can significantly enhance the way your leaders approach their roles.

Encourage your leaders to adopt a mindset that focuses on taking full ownership of their responsibilities. Leaders with a proactive mindset understand that they are in control of how they respond to situations, regardless of external pressures or challenges. This helps them to better navigate obstacles and maintain clarity when making decisions.

Applying Mindset Training in Your Program

Incorporate reflective exercises where leaders can assess when they tend to be reactive and how they can shift to more proactive behaviors. Use real-world case studies and discussions to help leaders apply these lessons directly to their day-to-day responsibilities. This could include analyzing past situations where they reacted to external events and identifying how a proactive approach could have led to better outcomes.

Providing tools for self-assessment can further personalize the training experience. Leaders can explore their current thought patterns, identify areas for growth, and practice shifting their mindset to a more proactive stance over time.

Watch and listen to leadership expert, Michael Hansen in a conversation with Learningbanks' CEO Stine Schulz's, on Leadership and How to use personal leadership to build better leaders.

Enhancing Leadership Performance Through Prioritization and Focus

The next critical step in the personal leadership journey is applying effective strategies to enhance your employees' performance. In an environment filled with decisions, opportunities, and challenges, leaders must learn how to focus their efforts on what matters most. Your personal leadership training program should empower them with the essential tools and techniques to skillfully navigate these complexities with confidence and precision.

A proactive mindset sets the stage, but the application of the right tools and methods drives performance. Leaders need strategies that help them work smarter, not harder, and maintain a strong focus on what will bring them closer to their goals.

Prioritizing What Matters

One of the most common challenges leaders face is prioritizing effectively. Without clear priorities, even the most proactive leaders can become overwhelmed with day-to-day tasks that distract from their long-term goals. To help leaders manage this, your training should focus on building their ability to:

- **Distinguish between urgent and important tasks:**
  Teach leaders how to categorize their tasks and focus on high-impact work that aligns with their goals and the organization's objectives. The time management matrix is good practice and tool for this.

- **Say "yes" to the right things:**
  Prioritization is not just about learning to say "no." It's also about being clear on what to say "yes" to. Leaders should be trained to identify opportunities that add long-term value and help them move closer to their objectives. As they get better at focusing on what truly matters, they'll naturally find it easier to make decisions on what can be delegated or postponed.

- **Use productivity tools wisely:**
  Tools and methods like project management software, calendar apps, or time-blocking techniques can be immensely valuable. Leaders need to find what works best for them, and your program should expose them to different productivity-enhancing methods that align with their specific needs and work styles.

Incorporating **self-assessment tools** into your program allows leaders to reflect on their current productivity habits and identify areas for improvement. For example, leaders can evaluate how they currently allocate their time and determine whether they are focusing on high-priority tasks that drive results.

Building Mental Resilience

As leaders progress in their development journey, they will inevitably encounter challenges. The ability to navigate these challenges effectively is grounded in mental resilience — a crucial skill that supports overall well-being and performance. Integrating **mental resilience** into your leadership training program will empower leaders to handle pressure and maintain effectiveness, even in the face of adversity.

Mental resilience is not just about enduring tough situations; it's about thriving in them. Leaders must learn how to strengthen their ability to manage stress and pressure through good routines and practices. Here are a few key elements to focus on:

- **Establish Good Routines:**
  Encourage adoption of daily habits that promote resilience, such as mindfulness practices, regular physical activity, and effective time management. Routines provide structure and stability, helping leaders maintain focus and control, even amid chaos.

- **Preventing Stress: :**
  Teach techniques for stress management, such as deep breathing exercises, meditation, and time away from screens. Incorporating these practices into daily life can significantly improve their ability to cope with stress, enhancing both mental and physical well-being.

- **Regular Rest:**
  Encourage leaders to schedule downtime and prioritize self-care. Whether it's short breaks during the workday, taking a vacation, or simply unwinding after hours, regular rest is critical for sustaining energy levels.

- **Energy Maintenance:**
  Teach leaders to monitor their energy levels and identify when they need to recharge. Simple practices, such as stepping outside for fresh air, engaging in a hobby, or practicing relaxation techniques, can help them maintain effectiveness and resilience.

These attributes not only enhance their personal effectiveness but also set a positive example for their teams, creating a more resilient organization overall.
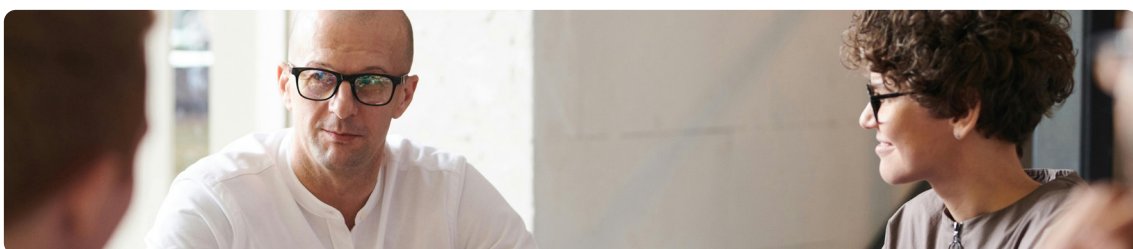
Understanding Motivation and Engagement

Motivation is a driving force in leadership that significantly impacts team performance and overall organizational culture. A leader's ability to motivate themselves and their teams can foster a more engaged and productive work environment.

So yes, motivation will be your fourth pillar in your personal leadership training. Getting this part right will empower your leaders to ignite inspiration in their teams and foster a vibrant, high-performance culture.

The first step in motivating oneself and others is to understand the different types of motivation. Motivation can stem from intrinsic factors, such as personal satisfaction and a sense of accomplishment, or extrinsic factors, like rewards and recognition. To build an effective leadership training program, include the following components:

- **Identify Key Motivators:**
  Encourage leaders to reflect on what motivates them personally. This self-awareness will help them understand their behavior and improve their ability to motivate others. Provide tools and resources for leaders to assess their key motivators, such as self-assessment surveys or group discussions.

- **Differentiate Motivational Drivers:**
  Teach leaders that not everyone is motivated by the same factors. What drives one person may not resonate with another. Explore the diversity of motivational drivers in the workplace, such as the need for achievement, affiliation, or power.

Beyond Personal Leadership: Building a Comprehensive Leadership Program

If you work with developing people, you play a vital role in shaping the next generation of leaders. A well-designed leadership program can provide your employees with the skills and knowledge they need to succeed and help drive your company forward.

As mentioned in the beginning of this guide, personal leadership development should be seen as a first step in your organizations' leadership program. The framework outlined here is based on <u>"Your Personal Leadership Program" (YPLP)</u> developed by byMichaelHansen in collaboration with Learningbank.

YPLP is a ready-to-use, fully customizable program that is specifically made with frontline teams in mind, but can of course be used in any field. It can easily be incorporated as part of your existing initiatives or used as a foundation that you can keep building on.

When creating your extensive leadership training, here are a few points to keep in mind:

- **Foundation in personal leadership:**
  Ensure that your leadership program is built on a strong foundation of personal leadership.

- **Customized training:**
  Tailor your training programs to the specific needs and challenges of your organization. Consider factors such as industry, company culture, and the specific roles of your leaders.

- **Diverse learning methods:**
  Use a variety of learning methods, this could include on-site training, workshops, simulations, and online resources, to provide a comprehensive and engaging learning experience.

- **Ongoing development:**
  Create a culture that supports continuous learning and growth. Offer ongoing development opportunities, such as coaching, mentoring, and bite-sized digital courses easy to incorporate into a busy work schedule.

- **Measurement and evaluation:**
  Use metrics and assessments to measure the effectiveness of your leadership program and identify areas for improvement.

> You don't have to start from scratch, learn more about <u>"Your Personal Leadership Program"</u>.

To create a solid foundation and cultivate successful leaders, your leadership training needs a base of personal leadership training. Here's a brief summary of what to include in your personal leadership training to ensure your leaders are prepared to lead themselves and others effectively:

1. Proactive Mindset

Leaders must learn to take responsibility for their decisions and actions, rather than just reacting to circumstances.

Focus on:

- Teach leaders to develop self-awareness and identify negative thought patterns.

- Encourage a proactive mindset by focusing on accountability and ownership.

- Provide reflective exercises and real-world examples to shift reactive behaviors to proactive ones.

2. Prioritization and Focus

Help your leaders manage their time and energy by teaching them to focus on high-impact tasks that align with their long-term goals.

Focus on:

- Train leaders to distinguish between urgent and important tasks.

- Use tools like the Time Matrix to improve decision-making.

- Expose leaders to productivity tools that suit their work style and needs.

3. Mental Resilience

Leaders need the ability to stay effective under pressure, which comes from building mental resilience.

Focus on:

- Promote good routines, such as mindfulness and time management, to support resilience.

- Teach stress-management techniques like deep breathing and regular breaks.

- Emphasize the importance of regular rest and self-care to sustain performance.

4. Understanding Motivation

Leaders who understand what motivates them and their teams can create a more engaged, productive environment.

Focus on:

• Help leaders identify their own motivators through self-assessment.

• Teach them to recognize the different motivational drivers of their team members.

• Provide tools to improve team motivation by addressing both intrinsic and extrinsic factors.

5. Building a Comprehensive Leadership Program

A well-designed leadership program extends beyond personal leadership, incorporating tailored elements that suit your organization's specific needs.

What to Include in Your Program:

• Ensure that personal leadership training serves as the core of your program.

• Tailor your leadership program to align with your industry, company culture, and leadership roles.

• Provide continuous learning opportunities through coaching, mentoring, and flexible digital courses.

• Measure the effectiveness of your program and adapt it based on feedback and performance metrics.

Final words

Personal leadership is the essential first step in developing effective leaders. By focusing on key areas like mindset, prioritization, mental resilience, and motivation, you can create a personal leadership program that empowers individuals to lead themselves and others with confidence.

Thank you for exploring these strategies with us.

We hope this guide has given you tools and insights to create an impactful leadership program in your organization.

About Learningbank

Learningbank helps companies enable and develop their people to work efficiently every day. So much more than just an e-learning and LMS provider. With the vision to make people happier by making them better and as the go-to learning platform for the frontline and deskless workforce, Learningbank is committed to deliver learning worth loving.

learningbank

About byMichaelHansen

byMichaelHansen is a consultancy known for a very high level of practical experience, a strong track record with large Danish and international clients, and documented results within learning processes that link to the business' most important goals.

MH BY MICHAEL HANSEN
BEHAVIOR & PERFORMANCE

Learningbank A/S
Holmbladsgade 133
2300 Copenhagen
info@learningbank.io