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LeadStart

Leadership Development Courses:

Leadership Skills:

- Coaching
- Communication:
 - Interpersonal Communication Skills
 - Listening
 - Editing
 - Making Oral Presentations
 - Writing in Organizations

- Conflict Management
- Delegation
- The Emotionally Intelligent Leader
- FOCUS
- The 4 Disciplines of Execution
- How to Supervise

Leadership Development (Continued)

- Management of Change
- Meeting Skills
- Motivation
- Professional Ethics
- The 7 Habits for Managers
- Strategic Planning
- Train the Trainer series (basics of adult learning, classroom, & OJT)

Resource Management

- Protecting the University
- Sound Fiscal Planning and Management
- Systems Management
- Managers/Supervisors Workshop

Managing People

- AA/EEO for Managers and Supervisors
- AU's Performance Management System
- How to Interview
- The Legal Foundations of Supervising Employees
- The Search Committee Process
- Managers/Supervisors Workshop

3

Impact

Leadership Role

In this phase, the participant has an opportunity to practice the skills learned in the previous phase. At this point, the participant should be in a leadership role or, at least, have the opportunity to compete for a leadership role in which the skills learned in LeadStart can be practiced.

Upon completion of the selected curriculum, the participant will be certified as a University leader, asked to serve as a mentor to future Process participants, and invited to become a board member of the Leadership Development Process Advisory Board—this group will help shape the future of leadership development at Auburn University.

When the curriculum is complete and the participant has had at least six months in a leadership role, another 360 degree evaluation will be completed. Additionally, the mentor will be asked to continue to assist the Leadership Development participant.



HUMAN RESOURCES DEVELOPMENT
LANGDON HALL
AUBURN UNIVERSITY, ALABAMA 36849-5126

THE LEADERSHIP DEVELOPMENT PROCESS



AUBURN UNIVERSITY

The Leadership Development Process Statement of Intent

(Submit the completed statement to HRD)

Name: _____ Employee ID: _____

Position Title: _____

Email Address: _____ Phone Number: _____

Please circle your answer:

Are you currently in a leadership position? YES NO

If no, are you being considered for a leadership role? YES NO

Would you like a mentor? YES NO

Do you have someone in mind? Name: _____ Job Title: _____

Would you like to have an individual counseling session to interpret your Myers Briggs Type Indicator (MBTI) results? YES NO

Would you like to participate in a 360° evaluation process? YES NO

Would you like to take an Emotional Quotient Inventory (EQ-i)? YES NO



AUBURN UNIVERSITY

THE LEADERSHIP DEVELOPMENT PROCESS

The Leadership Development Process provides an opportunity for non-supervisors who wish to move into a supervisory position or employees new to a supervisory position to assess their leadership potential and, based on that assessment, create an individual, personalized leadership development program. The Process offers assessment options, studies in differing leadership approaches, courses in leadership skill development, specialized tracks in resource management and people leadership, mentoring opportunities, and pre- and post-training 360 degree assessments.



The Transition to Leadership

In this stage of the process, the new or potential leader has the

opportunity to determine his/her leadership style and study different approaches to leadership before deciding on an individual course of study and practice.

To StepUp and begin the transition, participants attend an introductory "Organizational Leadership" course. This course will explain what leadership is, detail evolving approaches to leadership, and discuss the practical implications of leadership for supervisors and managers. Those participants desiring to learn more about the full Process will be directed to an assessment instrument for and an orientation to their behavioral style preferences and implications for leadership success.

After this course, the participant then has the opportunity to develop a leadership profile with the Myers-Briggs Type Inventory (MBTI). Using an online process, the participant completes the inventory and then attends a class which explains the inventory's application. This general class session can be supplemented with a personal, one-on-one session if desired.

At this point those who wish to continue with the program should identify themselves to the Human Resource Development (HRD) office so that we can begin to assist you with the Process and particularly the next stage. You will find a "Statement of Interest" form with this brochure. You may complete the form at any time, but completion at this point will allow us to begin to assist you with such steps in the process as completion of a preliminary 360 degree developmental evaluation, obtaining a mentor, and preparing a curriculum of leadership skill development.



Leadership Development

In this phase, participants-

having had an opportunity to study various approaches to leadership, determine a leadership style of their own, and receive an assessment of their current leadership status-will now begin to develop and hone their skills as leaders. This should be a period of study focusing on those skills that need strengthening.

When the participant is ready to move from the introductory, transition phase, he or she contacts HRD to arrange for a

To accomplish all this, the Process provides both a program of courses and a supporting administrative structure intended to assist participants with constructing a leadership development program tailored to their individual needs. There is no time limit on the Process.

These are the three stages of the Process:

1. StepUp - The Transition to Leadership
2. LeadStart - Leadership Development
3. Impact - a Leadership Role



Having completed the MBTI and enrolled in the process, participants would then study different approaches to leadership. We offer a broad range of courses that define leadership in various ways and suggest differing approaches to the topic.

During this time, we will arrange for participants to complete a 360 degree developmental evaluation. Those already in a supervisory position will have the opportunity for up to nine evaluations: one self, one boss, four direct reports, and three peers. Those not yet holding a supervisory position can have up to seven evaluations: one self, one boss, and five peers.

Transition Courses:

- Introduction to Organizational Leadership
- A Leadership Profile

Studies in Leadership

- How to Be a Supervisor
- The Leadership Challenge
- The Choice
- The 7 Habits of Highly Effective People, Signature Series
- The 4 Roles of Leadership

leadership mentor. HRD will assist participants in selecting a current University leader who can best assist and advise the aspiring leader.

In consultation with the mentor and HRD, participants will sketch out a curriculum of courses in leadership skills and decide if he or she will pursue specific courses in Resource Management and/or Managing People. Participants are expected to complete all of the Leadership Skills courses.

(Continued over)