

# Super**U**TRAIN™ Leader's Guide for

# LEAD RIGHT

This complete **SuperUTRAIN Package** provides everything you need to conduct effective training sessions and activities based upon the popular handbook **LEAD RIGHT** by Steve Ventura.

Whether you're a seasoned training professional or a team leader with minimal teaching experience, this package will equip you to present the ideal learning experiences for your group.

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*Resources for Personal and Professional Success*

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# Introduction

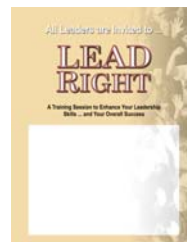


This **Leader's Guide** provides a variety of training options to meet your specific needs. You may choose to create a complete half-day (3½ hour) training event. Perhaps a 60-minute session would be better for you. Or maybe you merely want to add a quick learning activity ("Meeting Agenda Item") to one or more of your upcoming work group meetings. Regardless of your preference, with this Leader's Guide, you'll soon be ready to go!

## INCLUDED MATERIALS

Within this complete SuperUTRAIN package, you will find the following easy-to-use components to assist you in your training delivery:

- ✓ A complete **Leader's Guide** (this document) – to print and follow.
- ✓ **PowerPoint® Visuals** – to select, assemble, and use.
  - a set of standard Presentation Slides that correspond to the training activities in this Guide.
  - a set of additional Resource Slides (from the book **LEADERSHIP LESSONS**) to add and use at your discretion.
- ✓ **Participant Materials** – to print and distribute as appropriate.
- ✓ A copy of the **LEAD RIGHT** handbook and **LEADERSHIP LESSONS** gift book.
- ✓ The **Leadership Movie**.
- ✓ A **Program Invitation Mini-Poster** – to print and send to all attendees.  
(with a blank text box in which to add your training session information).



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# Training Message & Objectives



## Training Message

Having a leadership position and *being* a leader are not one and the same. Your position is something that was bestowed on you ... something you were appointed to ... something you became eligible for by being a good performer in the past. What you did “yesterday” as an employee, helped you get the title/classification you hold today. And that’s exactly what your position is: a title ... a classification.

Being a true **leader**, however, is much different. “Leader” is a descriptor – a label that you **EARN** through specific behaviors. It’s based on what you do *today*, and what you will do, *tomorrow* – not what’s printed on your business card or engraved on your name tag. And earning the label of “leader” requires that you think and act in ways that are considerably different from what you did before you were promoted. Simply put, **in order to be a leader, you must do the things that leaders do ... and you must do them well.**

## Training Objectives

The learning activities provided in this SuperUTRAIN package are designed to encourage leaders at all levels in your organization to enhance the behaviors they exhibit – and the results they achieve – by implementing the principles of **LEAD RIGHT**. The discussion questions and group exercises have been built around three primary training objectives:

1. **Review and discuss the key concepts presented in *LEAD RIGHT*.**
2. **Examine and discuss the importance of effective leadership behaviors, strategies, and mindsets, to our overall success.**
3. **Identify actions each of us can – and will – take to provide the quality leadership our people want and our organization needs.**

# Delivery Options Matrix



Review the **Delivery Options Matrix** (below) when planning your activity or session. Within the Matrix you will find different training delivery examples. Consider which activities will work for your specific needs. Customize your program by selecting the desired activities that fit within your time frame.

ACTIVITY	Meeting Agenda Item	60-Minute Session	Half-Day Session	Keynote Presentation
Welcome / Review Agenda & Training Objectives (5 min.)		✓	✓	<b>Call: 1.888.822.9255</b>
View & Discuss Leadership Movie (13 min.)	✓	✓	✓	
Learning Exercise # 1 (15 min.)	<b>Time permitting, you can also use any of these exercises as independent Meeting Agenda Items.</b>	✓	✓	
Learning Exercise # 2 (25 min.)			✓	
Learning Exercise # 3 (25 min.)			✓	
BREAK (15 min.)			✓	
Learning Exercise # 4 (25 min.)			✓	
Learning Exercise # 5 (25 min.)			✓	
Learning Exercise # 6 (25 min.)			✓	
Learning Exercise # 7 (15 min.) Personal Action Plans			✓	
Review Key Learning Points / Close (12 min.)		✓	✓	
Complete Feedback Forms / Distribute Certificates (10 min.)			✓	

You'll find instructions for conducting each of the above activities later in this Guide.