

Distribution Services Leadership Development Series

Module Review

- Module One – Essentials of Leadership
- Module Two – Coaching for Success
- Module Three – Business & Financial Acumen (Part 1)
- Module Four – Introduction to Project Management
- Module Five – Job & Work Analysis
- Module Six – Series Capstone

Essentials Of Leadership

The Challenge of Leadership Today

Leadership Imperatives

- **COACH** and **DEVELOP** for Results
- **DRIVE PERFORMANCE**
- **INSPIRE** Loyalty and Trust
- **MANAGE** Work
- **PARTNER** Within and Across Teams
- **INFLUENCE** Through Personal Power
- **SELECT TALENT**

The Catalyst Leader

“The catalyst approach to leadership means coaching, supporting, and advising others to take the initiative in getting things done.”

Essentials Of Leadership

The Interaction Process

Personal and Practical Needs

Components of the Interaction Process

Interaction Guidelines

OPEN
CLARIFY
DEVELOP
AGREE
CLOSE

Key Principles

ESTEEM
EMPATHY
INVOLVEMENT
SHARE
SUPPORT

Process Skills

Check for Understanding
Make Procedural Suggestions

Coaching for Success

Opportunities for Success

Types of Coaching

Proactive Coaching

Coaching for Success

Reactive Coaching

Coaching for Improvement

Managing Performance Problems

The Coaching Process

Identify Need

Coach

Provide Support

Balanced Coaching

Seeking and Telling

Using the Interaction Process

Providing Feedback

STAR & STAR/AR

Business & Financial Acumen

Strategic & Operational Overview

- Roles of the SMUD Board of Directors and District Staff
- Relationship Between the District's Vision, Purpose, Strategic Directives, Major Initiatives, and Metrics
- Three-Year Operational Planning
- Annual Budget in Support of the Board's Strategic Directives
- The District's Cross-Functional Planning Process

Introduction to Project Management

Project Roles and Responsibilities

Six Steps to Managing Successful Projects

- Clarify the Assignment
- Assemble Your Team
- Create a Plan
- Manage the Plan
- Finish the Assignment
- Close the Project

Traits of Successful Project Managers

Job & Work Analysis

Planned Costs

- Labor Hours
- Material

Actual Costs

- Actual Labor Hours
- Goods Movement

Audit Process

- Overview
- 2007 Audit Results

DS Leadership Development Series

Capstone Project

Series Review

- *Module 1 – Essentials of Leadership*
- *Module 2 – Coaching for Success*
- *Module 3 – Business & Financial Acumen (Part 1)*
- *Module 4 – Introduction to Project Management*
- *Module 5 – Job & Work Analysis*
- *Module 6 – Series Capstone*