

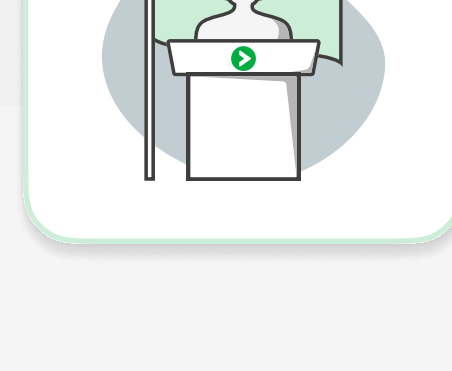
# Building Your Leadership Development Program

## Why Leadership Development is Important

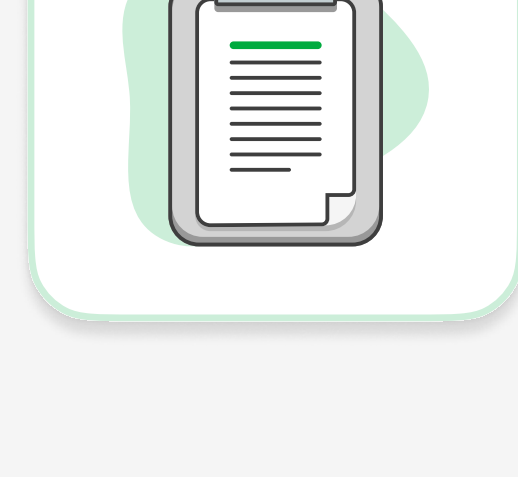
Leadership development is about more than ensuring your top-level managers are prepared for their roles, it's about creating employees that are invested in and care about the success of their peers.

By focusing on developing employees who support one another, you'll find that collaboration between teams is easier, the production of work will improve, and the level of innovation and company wellness will increase. The key to fostering leadership skills across your organization is **implementing engaging leadership training**.

Below is a step-by-step guide to building impactful leadership development programs for every level of employee at your organization.



## Program Breakdown and Checklist



Whether you're wanting to incorporate a fully online training program or utilize a blended modality, the design of your program must be one you can maintain with consistency and excellence.

Let's walk through what you'll need to execute an online or blended modality for your program.

### Online:

**System for assigning training content:**

This could be an LMS, LXP, or similar platform. [BizLMS](#) gives administrators easy access to assign content, track learner progress, and measure ROI.

**Training content:**

Whether developed in-house or off the shelf, you'll need training content. At BizLibrary we recommend using video lessons in addition to supplemental resources like ebooks. The BizLibrary Collection has video lessons including microlearning content design for quick, bite-sized training experiences that easily boost your employees' skillset.

**Activities:**

Engaged employees retain information at a higher rate, so incorporating activities is an important piece of the puzzle when building long-lasting, successful training programs. Online leadership activities could look like a virtual workshop with break-out rooms where learners do activities like practicing skills learned during their training assignments.

BizLibrary clients can look for activity guides in the Client Support Library to either directly incorporate into your programs or as a tool to garner inspiration!

**Leadership Buy-In:**

Getting the support of your leaders is important to implement any training program at your organization. For tips on gaining leadership buy-in, check out our [ROI workbook](#) which contains action steps for identifying and gaining support from your key players.

### Hybrid:

**System for assigning training content:**

Just like with an online program, your hybrid training program will require some sort of learning system like an LMS, LXP, or another platform that supports assigning training content online.

Additionally, you will want a system that supports live training sessions online or allows you to record and upload custom content. At BizLibrary we understood how important this feature was for our clients and have integrated the virtual classroom features into our LMS so clients can have live training sessions online, and record sessions easily for later use.

**Access to training content:**

Content for a hybrid training modality can look different for each organization but essentially consists of a mixture of live, off-the-shelf, and custom video content. This could look like assigning leadership content via video on subjects like feedback, and then having employees attend a live session, either online or in person, to participate in group activities like role play to practice practical application of their learned skills.

**Activities:**

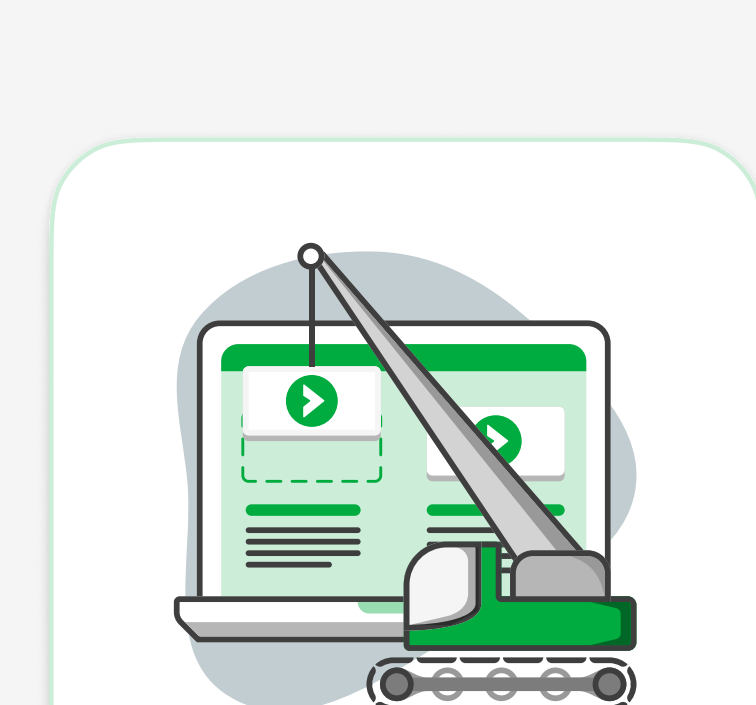
For a hybrid setting, the options for incorporating activities into your leadership program are broad. You can use a mixture of in-person and online training activities to support your programs such as hosting a leadership book club, a virtual retreat, or even a virtual workshop!

**Leadership Buy-In:**

Just as you would with an online program, getting the support of your leaders is an important step in implementing any training program at your organization. For tips on gaining leadership buy-in check out our [ROI workbook](#) which contains action steps for identifying and gaining support from your key players.

So, now that you have your tools, how long can you expect your leadership training program to last?

It's hard to put a solid number down for how long your unique leadership program should last, but **here are some things to consider**.



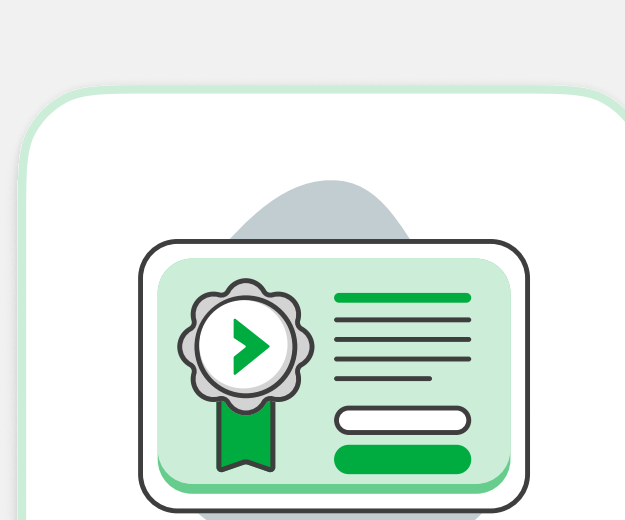
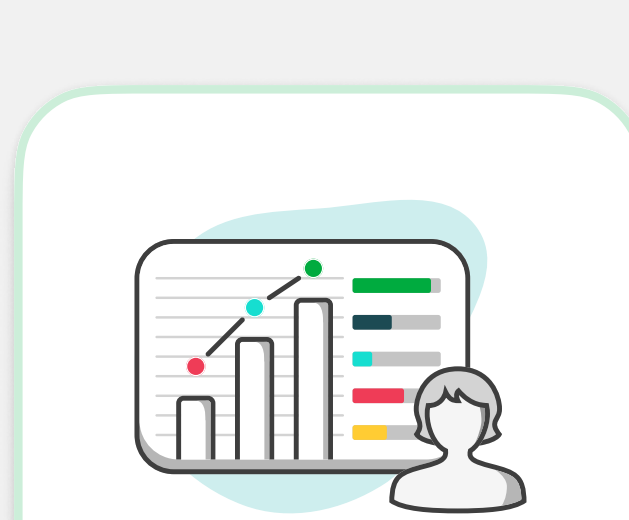
- What are your topics?
- How many courses are you assigning?
- What activities are you incorporating?
- Is this a self-paced program or not?
- If your program is hybrid, are you asking employees to be on-site, and will that require travel for some of them?
- And finally, what are your measurements for success?

The length of your program will depend on the answer to these questions, however for online and hybrid training programs our experts suggest the duration of your program to last anywhere from 4-16 weeks starting with the first assigned training event, until the completion of last training activity (which could be an assignment or actual activity).

## What skills should your leadership be learning?

While each organization will have a unique set of desired skill outcomes for their leadership, the assignments in your program could revolve around these 6 key leadership competencies.

1. Relationship Building,
2. Feedback,
3. Agility,
4. Adaptability,
5. Innovation,
6. Creativity



Let's break these down further. The following chart is an example of which skills you can incorporate into each of the 6 key leadership competencies.

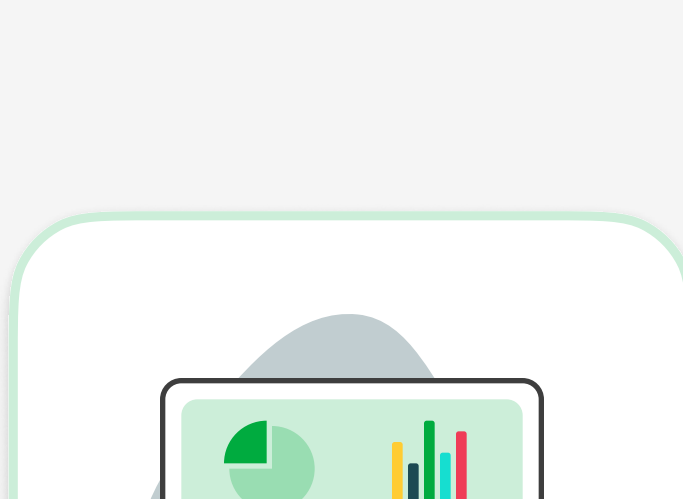
<b>Developing Relationships</b>	conflict resolution, emotional intelligence, and building trust.
<b>Feedback</b>	coaching, peer-to-peer feedback, and managing up.
<b>Agility</b>	assessing competition, evaluating individual performance, and cultivating decision-making skills.
<b>Adaptability</b>	dealing with change, delegating, and time management.
<b>Innovation</b>	enhancing critical thinking skills, staying current with market trends, encouraging creativity from your team members, and emphasizing personal and professional development.
<b>Creativity</b>	effectively brainstorming, successfully communicating your vision, staying present while also looking to the future, and using your teams for inspiration.

With these key competencies in mind, create stages for each section and assign training content that covers all the important topics you look for in a great leader.

## Measuring Your Success

As we've mentioned, measuring the success of your programs is incredibly important to creating a long-lasting, successful leadership training program.

The best way to do this is to create a list of desired metrics before the beginning of your online or hybrid program. Here is a breakdown of how to develop metrics to measure the ROI of your leadership training program.



- Define Your Program.**
- Decide Who Your Audience Is:** For example, is this training for a select group of learners like C-suite or mid-level managers, or everyone at your organization?
- Get Key Support.**
- Decide if your program is prescriptive or elective.**
- Create key topics of measurement:** Check out the complete [ROI workbook](#) to help you create unique success metrics that showcase the achievements of your leadership program.

You can learn more about KPIs and ROI in our ebook, [Proving the ROI of Your Training Program](#).

Now it's time to go beyond the checkbox and launch your programs! We are so excited to see the impact these new leadership skills will have on your organization.