



Art of Execution Onsite Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

Full day activity yielding 400mins of production (assuming 60mins for lunch and 2 x 10mins breaks)

Core Objectives

The world seems to be getting busier. Technology makes everything faster. Change seems to be the only constant. Individuals and Teams have to do more with less. The *Art of Execution* program helps Participants navigate effectively through today's whirlwind to consistently get things done through and with people regardless of explicit or implicit authority.

Outline

Module	Title	Time
Module 1	Introductions, Objectives and Ground Rules	15 minutes
Module 2	Clarity the Win	95 minutes
Module 3	Identify the Milestones	95 minutes
Module 4	Dealing with the Difficult	95 minutes
Module 5	Staying Focused	95 minutes
Module 6	Closing	5 minutes



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Module Summaries

Module 1 - Introductions, Objectives and Ground Rules (15 minutes)

Objective: Participants will have been engaged by the Client Representative on WHY the day's seminar is a worthwhile investment of their personal time. Participants will understand how they can APPLY the day's learning to their own REAL-WORLD projects, assignments and tasks. Participants will understand and will have 'bought into' the ground rules for helping today's seminar be an effective and efficient learning environment.

Lesson 1	Opening Comments from the Client's Senior Leader and Newleaf Facilitator	5 minutes
Lesson 2	Expectations	5 minutes
Lesson 3	Ground Rules	5 minutes

Module 2 - Clarify the Win (95 minutes)

Objective: Participants will be reminded that their organization's purpose is to provide goods and/or services to their customers profitably. Through a series of exercises Participants will see the value in being clear on how their customers, their organization, their team and how they personally win from being reminded of the reason their organization exists.

Lesson 1	Customer Win	30 minutes
Lesson 2	Organizational Win	30 minutes
Lesson 3	Team Win	20 minutes
Lesson 4	Individual Win	15 minutes

Module 3 - Identify the Milestones (95 minutes)

Objective: Participants will see that when we're clear on the timeline (for a project, assignment or task); when we know who the key players are and have proactively anticipated how we will deal with different outcomes; we're more likely to execute with excellence.

Lesson 1	Timeline	30 minutes
Lesson 2	Key Players	20 minutes
Lesson 3	Different Outcomes	45 minutes



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Module 4 - Dealing with the Difficult (95 minutes)

Objective: Participants will have thought through potential roadblocks and considered preventive and proactive solutions.

Lesson 1	Movie Clip - European Vacation - Roundabout Clip	2 minutes
Lesson 2	Potential Roadblocks	30 minutes
Lesson 3	Preventive and Proactive Solutions	63 minutes

Module 5 - Staying Focused (95 minutes)

Objective: Participants will be better equipped to execute with excellence as a result of this module. Being clear on the “win(s)” for the week; they’ll be able to better identify the “vital” elements that must get done this week and will see the practical benefits of *looking back* (each week) to *move forward*.

Lesson 1	Weekly Wins	35 minutes
Lesson 2	Focus on the Vitals	30 minutes
Lesson 3	Looking back, moving forward	30 minutes

Module 6 - Closing (5 minutes)

Objective: To effectively close today's professional development session by ensuring desired expectations were met as well as sourcing seminar evaluations and making Participants aware of additional resources.

Lesson 1	Closing Comments	1 minute
Lesson 2	Recommended Resources	1 minutes
Lesson 3	Seminar Evaluations	3 minutes

