



Art of Execution Online Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

3 x 90mins webinars on the same or different days

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.

Webinar 1 of 3 Outline*

Module	Title	Time
Module 1	Introductions, Objectives and Learning Agreement	5 minutes
Module 2	Clarity the Win	60 minutes
Module 3	Identify the Milestones Part 1	25 minutes

Webinar 2 of 3 Outline*

Module	Title	Time
Module 3	Identify the Milestones Part 2	30 minutes
Module 4	Dealing with the Difficult	60 minutes

Webinar 3 of 3 Outline*

Module	Title	Time
Module 5	Staying Focused	60 minutes
Module 6	Summary, Additional Resources and Evaluations	30 minutes

*If the webinars are being held on the same day, a 10mins break is recommended after the first 90mins webinar and a lunch break between the second and the third webinar



Module Summaries

Module 1 - Introductions, Objectives and Learning Agreement (5 minutes)

Objective: Participants will have been engaged by the client representative on why the webinars are 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 be engaged on a set of ground rules to help the webinars be an effective and efficient learning environment.

Lesson 1	Opening comments	1 minutes
Lesson 2	Expectations	3 minutes
Lesson 3	Learning Agreement	2 minutes

Module 2 - Clarify the Win (60 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	15 minutes
Lesson 2	Organizational Win	15 minutes
Lesson 3	Team Win	15 minutes
Lesson 4	Individual Win	15 minutes

Module 3 - Identify the Milestones (55 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	10 minutes
Lesson 2	Key People	20 minutes
Lesson 3	Different Outcomes	25 minutes



seminars



keynotes



coaching



online

Module 4 - Dealing with the Difficult (60 minutes)

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

Lesson 1	Movie Clip - European Vacation - Roundabout Clip	5 minutes
Lesson 2	Potential Roadblocks	20 minutes
Lesson 3	Preventive and Proactive Solutions	35 minutes

Module 5 - Staying Focused (60 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	20 minutes
Lesson 2	Focus on the Vitals	20 minutes
Lesson 3	Looking back, moving forward	20 minutes

Module 6 - Summary, Additional Resources and Evaluations (30 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	Bringing it all together	25 minutes
Lesson 2	Closing Comments	1 minute
Lesson 3	Recommended Resources	1 minute
Lesson 4	Webinar Evaluations	3 minutes

