

# Kimberly Clark

## *Leadership Development Program – Team Leads*

### EFFECTIVE SUPERVISORY SKILLS (8 HOURS)

Objectives:

- Gain a basic understanding of the role of a leader
- Understand the legal responsibilities of a leader
- Identify the competencies necessary for success when in a leadership position
- Learn how vision and direction are essential in leadership
- Understand what motivates employees
- Write an action plan to follow in leadership development

### LEADERSHIP/PERSONAL RESPONSIBILITY

Objectives:

- Learn how we avoid taking responsibilities for our actions.
- Understand the meaning and nature of personal and leadership responsibility
- To assess your willingness to accept responsibility.
- Learn to see the choices available when making decisions
- Explore how to “Claim ownership” for the results of your decisions.

### SETTING PERFORMANCE EXPECTATIONS

Objectives:

- Understand the basics of setting performance expectations
- Understand the importance of discipline and conformity in building trust
- Practice utilizing the skill of implementing the standards

### GIVING AND RECEIVING FEEDBACK

Objectives:

- Discover how open or closed you are to giving and receiving feedback
- Learn to give effective feedback to others
- Practice giving and receiving live feedback from team members
- Make a personal improvement plan to respond to team feedback