

# Crafting a Leadership Training Program



Leadership development programs are a key aspect of any corporate learning strategy. Developing and grooming employees to become leaders requires a well-rounded strategy that focuses on specific skills relevant to your organization's needs. EBSCO has provided the steps required to create a program that will help your employees reach their full potential.

### **Outline Critical Competencies**

The first step to creating any corporate learning program is deciding the focus. With a leadership development program, you should identify eight to 12 key competencies that your training will focus on. These competencies should include critical soft skills such as **project** management, teamwork, communication, time management, and more. You can identify these competencies by utilizing employee surveys to see where your company can improve. It may also be helpful to review your organization's mission statement for a quick refresh of goals. Make sure that your final list is broad enough that it is inclusive, yet not overwhelming for your audience.

#### **Curate Your Content**

Your next step is finding content that is suitable for your program's goals and audience. Use free online resources to track down reading and videos on your chosen competencies. Be sure that your content is actionable and that employees can put the concepts into practice immediately. If you are having trouble finding the right content for your program, explore curated corporate learning tools such as EBSCO's *Accel5*. *Accel5* is a microlearning solution that features videos, business book summaries, and articles spotlighting best practices from an unparalleled group of business leaders.

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### **Prepare Your Audience**

Prior to the program, have your audience complete "pre-work," such as reading relevant book summaries or articles or watching video clips that will prepare them for their upcoming training. Ensure that the content is concise and engaging – employees should spend no more than ten minutes a day on their pre-work.

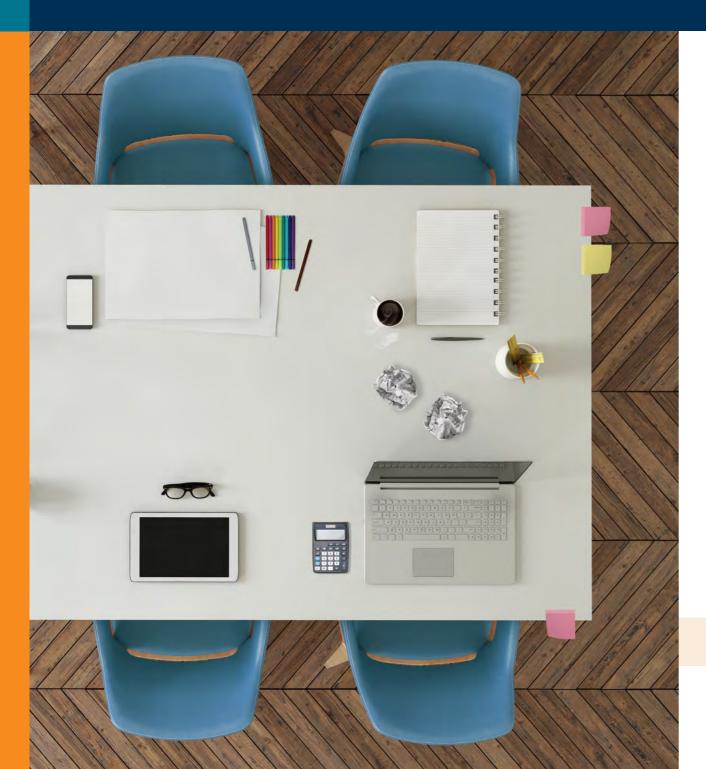
#### **Hold Your Program**

Your leadership development program should be customized to your company's needs, while also utilizing some general ideas. You want to be sure that your program is long enough to be effective, but not so long that employees will fall behind with their work. Many companies have found that two to five days is an ideal amount of time. Another useful tip is to partner each attendee with a counterpart, or "buddy." As buddies, these employees will be responsible for holding each other accountable both during and after the program. Finally, be sure that you are checking in with employees throughout the program to assist with any questions or challenges that they may face.

#### **Following Up**

A successful program does not end once the training is complete. Be sure to follow up with attendees at various points. Immediately after the program has concluded, give attendees access to a corporate learning solution to help them continue their development. About a month after the program, check in with the employees to see if they are still speaking with their buddy – if they are not, encourage them to reach out. Finally, once you have run your program multiple times, send out another company-wide survey and review the results to see how you can improve your next program.

## EBSCO Can Help



A leadership development program for high-potential employees is an exciting way for your company to improve and focus on the future. Supplement your program with Accel5®, a corporate learning solution which offers lessons on the most popular business competencies from top thought leaders. Use these book summaries, videos and articles before, during and after your program. Features of Accel5 include:

#### Insight From Thought Leaders.

Accel5 features exclusive content from members of "Thinkers50," the premier global ranking of management thinkers.

#### Concise Content.

Accel5 is a microlearning solution with all content designed to be consumed in just minutes.

#### Soft Skill Focus.

Content in Accel5 is focused on critical soft skills such as leadership, teamwork, innovation and more.

### Customizable Experience.

Accel5 offers functionality to customize the platform to highlight the competencies most important to your organization.

To learn more about Accel5, visit our website or request a free trial.