

Understanding
With
Positive
Action



CLA Digital Online Course Syllabus

Course Overview

Part 1 Individual Authenticity

Designed to help develop the **MINDSET** of a compassionate leader - one of self-awareness, high emotional intelligence and of understanding your journey - past, present and future. Compassion starts with you. We must be truly comfortable with who we are. We must be capable of leading, understanding and accepting ourselves before we can consider leading others.

Part 2 Collective Brilliance

Designed to give you the **SKILLSET** of a compassionate leader and introduce you to the science, theories and methods that will grow you as a compassionate leader, and so gain the commitment and the development of psychological safety within your team.

Toolbox Workbook Personal Development Plan (PDP)

Throughout the course you will complete your own workbook and personal development plans. Both are working documents – it is intended that you reflect and amend as you follow the course modules. The toolbox – is your box of tools, this is HOW you implement compassionate leadership.

Review & Assessment

There are four progress tests within the course. There is 100% pass rate required, the tests allow you to revisit the modules and reflect on the answers and try again – ensuring success.

Part 1 Individual Authenticity

Before we leap into practicing the skills of a compassionate leader, we spend a few moments understanding some of the core principles of compassion and compassionate leadership and developing awareness:

- Leadership v Relationship - before we can lead we must be able to relate.
- Collective Brilliance - we shine more brightly when we come together.
- Raising Consciousness - consciousness gives us choice.
- Purpose & Worth - the power these bring to creating commitment.
- Empathy v Compassion – what is the difference?
- Commitment v Compliance - with commitment as our goal.
- Global Balance - the world is out of kilter, compassionate leadership can help restore the balance.
- The 4 Quotients of Personal Growth & Well-Being – intellectual, emotional, spiritual and physical.

Module 1 Behind The Scenes

- How the brain actually works in memory, learning, performance & change.
- The creation and the limitation of Ego, and how subconscious patterns drive our life.
- Why our emotional centre (the Amygdala) can hijack our actions.
- Exploration of the mindset of growth.

TOOLKIT: A model that can be applied to ensure we are totally present and able to handle distractions.

Module 2 The Truth Behind Changing Behaviour

- A deeper understanding of how we learn and the creation of “highways of habit”.
- Understanding what needs to happen intellectually and emotionally for any behaviour change to stick.

TOOLKIT: Using The Iceberg Theory to discover the journey of change.

Part 1

Module 3 The Power of Purpose

- Recognise that emotions have a massive part to play in driving our actions.
- Discuss and understand more about the impact of purpose.
- Develop your personal purpose statement.

TOOLKIT: Challenge the established thinking in Maslow's Hierarchy of Needs highlighting the power of purpose at all phases of our lives.

Module 4 Story Theory

- How to inspire others through the power of story.
- How to bring people on a journey with you.

TOOLKIT: Capture and develop your story.

Module 5 Leadership Lessons from Life

- Manley Hopkinson – Founder of The Compassionate Leadership Academy, shares part of his life story that laid the foundations of compassionate leadership.
- Stories of empowerment, understanding, listening and mindfulness.

TOOLKIT: Develop your leadership story.

Module 6 Leadership Lessons from the North Pole

- Lessons on discipline, team work, performance, success and personal resilience.
- Facing uncertainty and threat.

TOOLKIT: Your personal mantra

Module 7 Leadership Lessons from Sailing Around the World

- The first role as a leader.
- Lessons on creating a high performing team.
- Accommodating and implementing changes within the team.

Part 1

Module 8 The Big Journey

- Understanding our inner motivational drivers, core values, our deep hard wired personal self.
- Creating commitment through alignment.
- The power of organisational purpose & values.

TOOLKIT: Introducing Johari's Window – a cornerstone in compassionate leadership.

Module 9 Review & Assess

- Review of modules 1 to 8.
- Recap and log activity completed.
- Review PDP activity and reflect on the mindset of a compassionate leader.

Part 2 Collective Brilliance

Module 10 Preparation for Main Programme

- An explanation of what to expect in the main programme.
- Reflect on the journey so far.
- Plan your approach to the main programme.

Module 11 Communication

- The purpose & principles of communication – to make a change.
- The barriers to communication.
- Informal & formal communication.
- Effective group communication.
- Understanding how we receive communication.

TOOLKIT: Introducing a powerful model of Listening Levels and how we understand the emotional context of communication – Albert Mehrabian.

Part 2

Module 12 Delegation

- Understanding the negative impact of poor delegation on staff engagement, commitment and organisational growth.
- Creating a culture of psychological safety.
- How to delegate effectively consistently.

TOOLKIT: CLA Pitch-Marking model that prompts the dialogue of delegation and becomes the cornerstone for collective brilliance and high performance.

Module 13 Power & Influence

- What defines power, where does it come from?
- What enables one person to influence another?
- Learn how to become a powerful influencer.

TOOLKIT: Using the research of social psychologists French & Raven to transform your understanding and application of power & influence.

Module 14 Time Management

- Understand the emotional impact of poor time management.
- Understanding how the brain works when planning and completing tasks.
- Introduce the psychology and physiology of memory and task & time management.

TOOLKIT: The Pomodoro Technique – used for effective time management.

Module 15 Review & Assess

- Review of modules 11,12, 13 & 14.
- Recap and log activity completed.
- Review PDP activity and plan next four modules.

Module 16 Feedback

- Why feedback is so important.
- The cognitive & emotional barriers for effective feedback.
- Creating a positive mindset to give & receive feedback.
- Developing an organisational culture of feedback.

TOOLKIT: Learn how to give compassionate constructive feedback to ensure personal and organisational growth.

Part 2

Module 17 Motivation

- Understanding your self-motivation.
- Understanding that motivation drives action and commitment.
- Review of Iceberg, Purpose & The Big Journey modules.
- Completion of online questionnaire to discover your natural motivational preferences.

TOOLKIT: Three Needs Theory – David McLelland

Module 18 Coaching

- The importance of coaching in personal and organisational growth.
- Understanding the requisite mindset & skills for successful coaching.
- Coaching to empower and create commitment.

TOOLKIT: The GROW model for effective coaching.

Module 19 Decision Making

- The internal & external influences when making decisions
- Impact of personal and organisational values when making decisions.
- Adopting a culture of effective decision making and psychological safety throughout the organisation – making the right decision.

TOOLKIT: The Decision Line model – helping to make the right individual and collective decisions.

Module 20 Review & Assess

- Review of modules 16,17, 18 & 19.
- Recap and log activity completed.
- Review PDP activity and plan next four modules.

Module 21 Situational Leadership

- Recognising that leadership needs flexibility and alignment.
- Key situational leadership styles and how to modify leadership style to the current situation.

TOOLKIT: Online questionnaire to discover your natural situational leadership style.

Part 2

Module 22 Balanced Leadership

- The need to balance our leadership focus between achieving the task, building the team and developing the individual.
- Re-balance leadership priorities.

TOOLKIT: : Action Centred Leadership model – John Adair.

Module 23 Trust

- Trust is a precursor to commitment.
- Trust as an outcome of compassionate leadership.
- The difference between re-active and considered trust.

TOOLKIT: The Trust Equation – Steven Covey. The Trust Quotient and the emotional bank account.

Module 24 Johari

- You can only lead, influence, collaborate and relate with what is known.
- Awareness of self and other is key to all aspects of relationship and leadership.
- Assess and improve group relationships.

TOOLKIT: Johari's Window – a simple and useful tool for illustrating and improving self-awareness.

Module 25 Review & Assess

- Review of modules 21, 22, 23 & 24.
- Recap and log activity completed.
- Review PDP activity and plan next four modules.

Module 26 Launch Pad

- Time to reflect on the journey so far – what impact has it made?
- Review your personal purpose statement from module 3.
- Review your Iceberg from module 2.
- Review your personal story from module 4.
- Create your statement of intent.
- Receive your certification from CLA.
- Join The Institute of Leadership at discounted rate
- Log 27 CPD hours.

