Featuring: Kelly Hansen



Leaders that are effective at tapping into the full potential of their team are in high demand. Manufacturing executives and business owners know if they don't have intentional leaders in place, they're at serious risk of having morale take a dive, turnover increasing and the culture becoming "us vs. them". Acquiring these skills by way of real-world experience will help you maximize the contribution from your team and ensure your company reaches the next level.

That is why we've developed this workbook and video series, to help take you and your team to the next level of leadership and beyond.

To your sustained success,

President

Manufacturers Alliance



Featuring: Kelly Hansen



HOW TO GET THE MOST OUT OF THIS WORKBOOK

Fill out this worksheet as a PDF and save or print it.

Think of one question you would like answered prior to this mini-course.

Commit now to acting on what you learn.

THIS MINI COURSE WILL HELP YOU

Evaluate Skills

Monitor Performance and Growth Create Development Plans

Assess Potential

EVALUATE SKILLS

Skills Needed Now	Skills Needed for the Future
Team Member Knowledge, Skills and Abilities	Identify Skill Gaps
Train to Upskill	Additional Skill Notes

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SKILLS MATRIX TEMPLATE

Employee	Position	Š	d's	#/S	1 /3					a /st	S	and Section	CY CO	A SEC	and Salar	ST SEE	and the state of t	skillel skillel	of the state of th
Smith, Sam	Welder 2		3	3	3	3	3	3	3	2		-1	-1	1	2	2	77%	3	
Loyal, Tom	Welder 2		2	2	2	2	1	1	1	1		3	3	3	3	3	69%	4	Fill in skills required
Frank, John	Welder 3		3	3	3	3	3	3	3	3		1	1	- 1	1	1	74%	5	for position
Anderson, Bill	Welder 3		3	3	3	3	3	3	3	1		3	3	3	3	3	95%	1	3- Has advanced level of
Last Name, First Name																		0	skill
Last Name, First Name																		0	2- Has basic level of skill
Last Name, First Name																		0	2- nas basic level of skill
Last Name, First Name																		0	1- Needs training on skill
Last Name, First Name																		0	1- Needs training on skill
Last Name, First Name																		0	
Last Name, First Name																		0	
Last Name, First Name																		0	
Last Name, First Name																		0	

ASSESS POTENTIAL

Aspiration	
Business Need	
Dusiness recu	
Capabilities	
Capabilities	

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CAREER ASPIRATIONS SURVEY

- 1. What is their previous work-related experience? What positions have they held? Where have they worked?
- 2. Do they have a post-secondary Education/Degree? If so, in what? Where did they go? What are/were their goals with their degree/post-secondary education?
- 3. Do they have any Specialized Training/Certifications?
- 4. What are their Near-Term Career Goals (1-3 years)?
- 5. What are their Long-Term Career Goals (3+ years)?
- 6. What is their Role Interest? What interests them in a role like this?
- 7. What type of training do they believe is needed to be ready for the next opportunity?
- 8. What are their strengths and how can/should we leverage them? Are there any stretch assignments like might be beneficial to them and to your company? What areas do they want/need additional training/growth in?
- 9. Do they believe they need to pursue additional education? If so, in what and why?

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HIGH POTENTIAL (HI PO) 9 BOX EXAMPLE:



CREATE A DEVELOPMENT PLAN

- Assess: Knowledge, skills, capabilities, and aspirations
- Write: Develop goals and write the plan
- Dscuss: Discuss the plan with team member/mentee
- Implement: Implement the plan
- Revise: Review and revise, adjust as needed



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MONITOR PERFORMANCE AND GROWTH

Performance Management

Dynamic, continuous improvement
Improves organizational effectiveness
Sets strategic goals



Performance Review

Periodic event

Formal review

Last step in the performance management process

WHAT THREE THINGS WILL BE BE ABLE TO APPLY TODAY BASED ON THE CONTENT IN THIS MINI COURSE?

- 1
- 2

WHAT RESULTS WOULD YOU LIKE TO ACCOMPLISH BY IMPLEMENTING WHAT YOU LEARNED TODAY?

Improved Measurable Performance Result:

Improved Behavioral Result:

ACTION STEPS

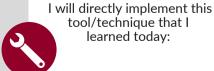
I will change my mindset around this problem:



I will talk to this person to clarify this issue or opportunity:



I'll share my takeaways from today with this person:





I'll invest in my own growth by getting more training in this area:



This is how the tools I learned today will impact my company:





Our Strategic Leader Certification is helping leaders just like you confidently lead their teams, identify and develop more leaders, and strategically reach the next level.

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