



SESSION GUIDE



Leadership Crawford County was a great experience! I got to meet a lot of people from industries across the community that I wasn't familiar with. It gets you out of your comfort zone!

Leadership Class of 2023 Graduate

SESSION 1: BUILDING STRONG TEAMS

In this session, participants will learn about operational rhythms, time management, and the stages of team development. This theme focuses on equipping community leaders with the tools they need to build strong and effective teams. Participants will gain an understanding of how to effectively manage their time, develop operational rhythms that work for their teams, and navigate the various stages of team development.

In addition to these foundational topics, participants will also begin learning about how to improve a process in their own organization with the goal of having a plan and proposal for such a project at the end of their time in the Leadership Program. The project will involve developing a team charter that includes important information such as the team's title, manager, members, start and end dates, sponsor, business case/problem statement, benefits, stakeholders, and scope. This will enable participants to apply their learning in a practical and meaningful way in their own organizations once leaving the classroom.

As part of the community engagement component of this session, participants will also have an in-class presentation from a local philanthropy agency representative. This will help to further inspire and motivate participants to become effective community leaders who can make a positive difference in the lives of others.

The community link for this session will focus on Crawford County industry. Participants will venture off-site to visit several Crawford County industries and learn how they apply the principles talked about in the training component of class.

By the end of this session, participants will have gained a strong foundation in operational rhythms, time management, and team development, as well as the practical skills they need to apply this knowledge and build effective teams. This theme sets the foundation for the rest of the program, enabling participants to become effective community leaders who can create positive change in their communities.

SESSION 2 : MEASURING BUSINESS SUCCESS

In this session, participants will build upon their foundational knowledge from Session 1 and learn how to measure success in business. Participants will gain an understanding of how to set goals and objectives, identify key performance indicators (KPIs), and use data to evaluate the success of their projects.

As part of the organizational project component of this session, participants will work on developing outcomes and deliverables for an existing or upcoming project. They will also learn how to create a budget and financial plan for their projects, considering resources such as time, money, and personnel. This will allow participants to gain practical experience in measuring success and developing strategies for driving business growth and sustainability.

The county link for this session are businesses, and participants will hear from experts at various relevant business as they take tours of the selected locations. They will gain insights on best practices, techniques, and trends in measuring success in business. The philanthropy component of this session will focus on an area meals program, providing an opportunity for participants to learn about the importance of community outreach and the impact of philanthropic initiatives on business success.



SESSION 3 : GO FOR THE GOAL!



This session focuses on defining and meeting goals. Participants will learn the fundamentals of project planning and alignment, gain an understanding of how to set milestones, identify risks and constraints, develop assumptions, and establish key performance indicators (KPIs) to measure progress in order to take this knowledge back and further their organizational projects. Participants will also explore techniques for aligning goals in order to ensure successful outcomes.

The county links for this session will be organizations with strong goal development and alignment practices. The class will visit the businesses and hear from experts about strategies for setting goals at the organizational level as well as effective communication techniques for engaging stakeholders in project planning processes. The philanthropy component of this session is focused on supporting a local food pantry which provides meal assistance to disadvantaged members within our community.

By the end of this session, participants will have gained a strong foundation in strategic project planning and goal alignment that they can apply to their own businesses or organizations when they return home.



SESSION 4: GOING MY WAY?

Conflict is hard. In this session, participants will learn about conflict resolution techniques for addressing disagreements in the workplace. They will gain an understanding of effective methods to resolve conflicts between employees, managers, and other stakeholders. Participants will also explore the fundamentals of employee coaching and how it can be used to foster growth in their teams.

The county link for this session is the courthouse where participants will gain insights on the inner workings of our legal system and real-time, first-hand experience in conflict resolution when they observe what's on the docket for court proceedings that day.

The philanthropy component of this session focuses on supporting a local Drug Court or another County cause that aligns with this program's mission. At the end of this session, participants will have developed key skills in identifying conflict triggers and developing efficient strategies to address them appropriately while empowering team members through coaching techniques.

SESSION 5: INSPIRATION IS EVERYWHERE

In this session, participants will learn best practices for inspiring their team and effectively influencing the direction of projects.

For their organizational project, they will gain an understanding of how to create an ideal state when leading initiatives by developing clear goals, communication strategies, motivating techniques and effective decision making. Participants will also explore tools to engage stakeholders in project planning processes while sustaining a positive work culture that values collaboration, ownership and accountability.

The county link for this session is the Nutrition on Weekends Program and City/County Government. They will gain first-hand experience interacting with local government representatives who are charged with inspiring and influencing their community every day.

The philanthropic component will showcase the NOW program, which provides weekend meal bags for area students experiencing food insecurity on the weekends. Participants will get to bag meals that will go out to students at the end of that week.

At the end of this session, participants will have developed key skills in creating an ideal state for their teams - one where there is enthusiasm among members towards striving toward common goals as well as strong relationships between team leaders and followers who openly collaborate together towards achieving success.

SESSION 6: GET ON BOARD!

This session explores the fundamentals of onboarding and employee development.

For their organizational projects, participants will discuss methods to identify gaps between what is currently happening in their organization and techniques for how to properly find and close the gaps in a process in order to move to a future state.

The team will travel to a local organization with best practice onboarding processes to gain insight into how they strategically plan for successful staff onboarding as well as ways to ensure employees are growing professionally while remaining engaged with their work.

For the philanthropy focus in this session, participants have the opportunity to do a short volunteer project for an organization that supports local healthcare efforts in the community.

SESSION 7: DON'T STRESS

In this session, participants will explore the key concepts of stress management while learning how to delegate tasks effectively.

For their organizational projects, participants will gain an understanding of how to identify goals and prioritize action items in order to break down larger projects into manageable components.

They will then travel to a local farm, rural restaurant, grain elevator, and/or vineyard in order to observe how they manage various workloads and stresses.

As part of the philanthropy component for this session, participants also have an opportunity to volunteer at the local forest preserve which only has one staff member - so again learning about the importance of prioritizing.

At the end of this session, participants will have developed skills necessary for managing their own stress levels as well as delegating tasks amongst team members in order maximize productivity and ensure large projects are completed successfully on time.



SESSION 8: MAKING CHANGE HAPPEN

Participants will explore the fundamentals of process improvement and change management.

For their organizational project, they will discuss effective communication planning in order to ensure a project has buy in and can be properly completed.

Participants will visit local educational institutions in order to observe how they manage their processes and transition through changes effectively.

As part of the philanthropy component of this particular session, participants have the opportunity to volunteer at one of the school's Cares Closets which provide essential items like food, clothes or school supplies to students in need.

At the end of this session, participants will have developed skills needed for identifying opportunities for process improvement as well as managing expectations around change within teams so that projects may be completed successfully on time with minimal stress levels throughout all stages of execution.



ADDITIONAL MEETINGS

Leadership Crawford County also includes a Mixer/Networking event at the beginning of each program designed to introduce class participants to each other in a neutral social environment before the formal sessions begin. The idea is to give them the opportunity to begin the team building process. The session also includes a little bit of structured time to take and discuss an initial personality assessment that will give them clarity and insight into their team structure and dynamics ahead of their first session, setting them up for a better chance at success.

Shortly after the networking event, a teambuilding retreat day is held. The participants will travel to a challenge course designed to continue the team building experience through hands-on, physical and mental experiential learning in an outdoor setting.

The 8 sessions previously described in this guide occur next between September and May.

The final class meeting is a Graduation Ceremony where class sponsors, participant employers, Leadership Crawford County board members, prominent community leaders, and participant friends and family come together to hear a presentation and keynote speaker while celebrating the achievements of group.





LEADERSHIP CRAWFORD COUNTY



ABOUT US

For over two decades, Leadership Crawford County has been developing area leaders, and now they're continuing this prestigious program with a strategic collaboration with APC Professional Development and its Community Leadership Program. APC Professional Development is based in Crawford County and specializes in leadership and career development.

The 8-Session program originally founded by the Crawford County Development Association and now aligned with APC Professional Development's Community Leadership Program, empowers leaders to take what they learn in the classroom and effect positive change in their workplaces and communities. This is thanks to leadership skills developed through professionally facilitated training by APC Professional Development and local Professional Development Coach Kate Pleasant along with support and education from Leadership Crawford County Board Members and community business leaders. Participants, both individuals and those sponsored by their employers, also network with county businesses while learning what makes this vibrant community work behind the scenes.

The program includes monthly learning events, sessions with local law enforcement, a team building retreat, volunteer and community projects, and engagement with local businesses and board sessions. The experience ends with a graduation ceremony attended by their employers, families, friends, sponsors, community leaders and Leadership Crawford County Board members where participants are recognized for their work, showcasing their growth as engaged leaders.

This program, aimed at both emerging and seasoned leaders, also lets participants demonstrate their leadership skills by solving a real-life problem in their communities throughout the duration of the program while also putting together a proposal for an improvement project in their host organization to be presented to their direct supervisor at the conclusion of the program.

SAMPLE AGENDA

A typical LCC Session day might look like this:

Morning

- Community project report out
- Training on organizational project proposal
- Leadership Development Training topic
- Guest speaker from community
- Lunch

Afternoon

- Tour community business that fits with class topic focus
- Volunteer with philanthropic community group
- Use remaining class time on community/organizational project focus or guest speakers as applicable