

The LEF Program

Be a better manager. Become a top leader.

A - Essential Pillars of Leadership

This part of the LEF Program focuses on developing 4 leadership competencies, or "pillars" that are common to all top leaders and managers. Once completed, managers will have an increased capacity to deal with the large workloads and challenging decision making that comes with being promoted into management.

Each competency is delivered with four one-to-one sessions. The sessions which last about one hour, are divided equally into an instructional segment (1/2 hour) followed by an implementation segment (1/2 hour). I typically deliver one session, via a phone call, per week. This allows the manager sufficient time to put each learning into everyday application.

1 – Focus and Execute

- Why effective execution is critical
- Seven essential behaviours
- Creating the framework for change
- Three core processes of execution

2 – Creating a positive working environment

- Self-awareness
- Emotions and actions
- Optimal thinking
- Self-regulation

3 – Motivate your team

- How to motivate
- Genuine empathy
- Building Shared Goals
- Social skill – tying it all together

4 – Change and innovation

- The dance of change
- Challenges to initiating change
- Challenges to sustaining change
- Change and innovation as a culture

B - Creating Leadership Moments

This component presents a process that can be adopted and mastered to create "leadership moments" at every opportunity. The process includes 3 stages that are presented through 4 units of one hour. Each divided into equal learning and application sections. By the end of the 4 sessions, the manager will be competently able to deliver "leadership moments" which will have immediate positive impact on other employees and the organization as a whole.

C - Discovery Program

This program is a powerful tool for taking an inventory of everything in your life, determining what you like, and what you'd like to change and making a plan on how to get there. It is comprised of four components and can be delivered in many different ways.

Lighthouse Executive Foundation

325 Willow Street, Sherwood Park, Alberta Phone 780-417-5290 www.lexef.com

The strength behind the Program

Lighthouse Executive Foundation founder Bernard Vincent has a solid education and background in business.

Education

- Certified Executive Coach, Royal Roads University
- Master of Business Administration, Queen's University
- Master of Science, University of Alberta
- Bachelor of Science in Agriculture, University of Alberta

Experience

- General manager / part-owner of mid-size service company
- Independent management consultant focusing on business development
- Senior consultant with large consulting firm (KPMG)
- Marketing manager with Canadian animal health company
- Research assistant with Agriculture Canada
- Fluent in both French and English.

Knowledge and experience in a sector do not guarantee excellence in coaching.

The ability to enhance a professional's development and performance requires the use of an extensive set of coaching techniques learned through a professional coaching education and supervised practice.

Lighthouse Executive Foundation founder Bernard Vincent has mastered a proven coaching methodology and received the "Certified Executive Coach" designation from Royal Roads University. Royal Roads is the only university in Canada that offers a graduate level program in executive coaching and one of only four organizations in Canada accredited by the International Coach Federation.

Some reasons for getting business services from **Lighthouse Executive Foundation**

- To set better goals.
- To reach goals faster.
- To make significant changes.
- To make better decisions.
- To become more financially successful.
- To have someone to collaborate with.
- To simplify your life and reduce stress.
- To become a better manager, executive or business-person.

Helping business managers operate their companies effectively, efficiently and productively.

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My Journey

Canadian Marketing Manager with an International Company – worked with many interesting people from all regions throughout Canada and abroad. Got first hand experience at the subtleties of marketing products to a wide range of different clients.

Senior Consultant with a Big 6 Firm - focused on new business development. Worked with clients to assess new market opportunities and prepare strategies and work plans to grow companies.

Independent Consultant – worked with a wide range of different companies trying to expand into new markets or deliver new products into existing markets. Spent an increasing amount of time working directly with the people in the companies to aid in the transition and change the culture of the company to embrace the changes.

General Manager of a rapidly growing company – accepted the challenge of managing a company through the development and introduction of a new technology. Company grew from 2 employees with revenues of \$400k to 18 employees with revenues in excess of \$4.0 M in less than 5 years. Focused on building a cohesive team of top employees, alliances and suppliers.

Leadership Development – work with leaders who are committed to taking risks, have the courage to lead by example, who think big thoughts and who make things happen.

Leadership Stories – recent examples

“I’ve been promoted and I don’t think I can do the work!” Rob is a great engineer. He wanted to move up in the organization since his first day with the company. After 7 years he finally gets promoted to VP Operations. Six months into it, he is frustrated. Production and quality are down and Rob is considering leaving the company.

- After just one session with Rob, it is revealed that he has never really managed people before. He is trying many different approaches, but having no success and confusing the employees. I meet with Rob once a week and we discuss actual interactions that he is having with employees. He develops his own style that works for him and slowly he gains the respect of employees.

“How do I manage employees that I don’t understand” Steve is 62 and has been managing the department for nearly 10 years. The company has decided to automate the record keeping system in order to facilitate quality control. In order to do so, they hire Ian, a new IT whiz with little business experience. Ian shows up wearing baggy jeans, a sweatshirt and two earrings. Within a few days it’s apparent the two are struggling to work together.

- I begin by coaching each separately to get a sense of their concerns and get them to start dealing with their misconceptions. I then coach them together and get them to see the value that each is bringing to the company and also begin to dissolve the false perceptions and build mutual respect.

“I can’t keep up to the workload anymore” Julie has been a top performing employee throughout her career. She prides herself with being able to multi-task and get “heaps” of work done in a day. She has been back from maternity leave and things are different for her. She finds that she can’t keep up with the workload. She comes back to work after hours and on weekends but it only makes her feels guilty for being away from the family and she is still behind at work.

- I meet with Julie and we discuss priorities, expectations and delegation. We look at her current time allocation and determine where she would be best to spend it. We look at how she can increase her efficiency on certain tasks, but more importantly she realizes that most of the demands are self-imposed. We touch base every week for a few months and eventually she is back to enjoying her work and her family time.

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