

Please use this structure for every integration session.

LeaderTrak Lens

Standard 90-Minute Integration Session Framework

Purpose

Integration sessions help leaders apply the models and tools from the LeaderTrak Lens video course to real workplace situations. Participants have already completed the video learning and workbook. The integration session focuses on reflection, discussion, and practical application.

The session should **not reteach the course**.

Instead, it should help leaders:

- connect the tools to real situations
 - learn from each other's experiences
 - practice using the models
 - commit to leadership actions
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Standard Integration Agenda (90 Minutes)

Welcome & Session Context

0:00 – 0:10

Purpose of the integration session

Connection to the video learning and workbook

Participant check-in

Key Model Review

0:10 – 0:25

Review the core model or framework from the course

Discuss key concepts and leadership insights

Share participant reflections from the course

Application to Real Leadership Situations

0:25 – 0:50

Participants identify real workplace scenarios

Small group discussion of the model applied to the situation

Group debrief and insights

Skill Practice / Scenario Discussion

0:50 – 1:20

Apply course tools or frameworks

Practice questions, conversations, or leadership behaviors

Discuss practical challenges and solutions

Commitments & Next Steps

1:20 – 1:30

Participants identify one leadership action

Capture takeaways

Close the session

Standard Facilitator Outline

1. Welcome & Context

(10 minutes)

Facilitator message:

“You’ve already completed the video learning and workbook for this course. Today is about applying the ideas to real leadership situations.”

Remind participants:

LeaderTrak Lens works because leaders:

- learn the concepts
 - apply the tools
 - discuss real situations
 - continue practicing
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Opening Question

Ask participants:

“What is one idea from the course that stood out to you?”

Capture 3–5 responses.

This helps facilitators quickly gauge:

- what resonated
 - what needs reinforcement
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2. Key Model Review

(15 minutes)

Briefly review the **main model from the course**.

Examples:

Seven Most Common Mistakes

- Parallel Lines
- Integrity Circles

Be a Great Coach

- Coaching as communication
- Asking questions

Communicate By Design

- Coaching for improvement
- $F + ? = A$

Ask participants:

- “Where have you already used this model?”
- “What part of this concept is most challenging?”

Encourage discussion.

3. Application Discussion

(25 minutes)

Ask participants to reflect on a **real leadership situation**.

Example prompt:

“Think of a situation in the past month where this model would have been useful.”

Participants write down:

- the situation
 - the leadership challenge
 - what they did or might do differently
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Breakout Discussion (optional)

Groups of 3–4 discuss:

1. What happened?
 2. Which model or tool applies?
 3. What would the leadership approach look like?
 4. What questions or actions would help?
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Facilitator Debrief

Ask groups:

- What patterns did you notice?
 - What was most helpful?
 - What leadership habits might need to change?
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4. Skill Practice or Scenario Work

(30 minutes)

This portion depends on the course.

Possible activities:

- practicing coaching questions
- walking through a leadership conversation
- applying a decision framework
- discussing a leadership dilemma

Facilitator prompts:

“What would you say first in that conversation?”

“What question might open the dialogue?”

“What behavior change would you want to see?”

Encourage discussion rather than lecture.

5. Leadership Commitments

(10 minutes)

Ask participants to write down:

1. One person they will apply this tool with
2. One leadership action they will take
3. When they will do it

Reflection Question

Ask participants to share:

“What is one thing you will do differently as a leader because of this session?”

Integration Session Ground Rules

Facilitators should remember:

Do not reteach the course

Focus on discussion and application

Encourage leaders to share real situations

Use questions more than lecture

Keep the session practical

Optional Add-Ons for Integration Sessions

You can also include:

- case studies
 - role play conversations
 - peer coaching
 - leadership reflection exercises
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Standard Close

End with this message:

“Leadership development happens through learning, reflection, and application.
The more you use these tools in real conversations, the more natural they become.”

Theresa, one more thing that will **dramatically improve LeaderTrak Lens delivery.**

Right now you have something most leadership companies **do not have:**

You are pairing

Video learning

Workbook reflection

Integration sessions

Coaching groups

Mobile reinforcement

That is a **very sophisticated development system**.

If you want, I can also build you:

A complete LeaderTrak Lens Facilitator Playbook

It would include:

- integration scripts
- discussion questions for every course
- breakout exercises
- facilitator timing guide
- session opening and closing scripts

This would make your facilitators **extremely consistent and professional**.