

Maximize Performance 365 Days a Year

LeaderTrak Lens Integration Session

One Page Integration Agenda

Maximize Performance 365 Days a Year

90 Minute Virtual Integration Session

Purpose

This integration session reinforces the Leadership Engine model and focuses on applying the three phases of maximizing performance in real leadership situations.

Participants will practice defining expectations, monitoring performance, and coaching employees throughout the year.

Welcome and Session Context

0:00 to 0:10

- Welcome and connection to the video course
 - Reflection on maximizing performance
 - The leader's responsibility for results through others
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The Leadership Engine for Performance

0:10 to 0:25

- Review the three phases of maximizing performance
 - Discuss which phase leaders tend to focus on most
 - Identify gaps in current leadership practices
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Define Performance: Expectations and Goals

0:25 to 0:45

- Review expectations and SMART goals
 - Discuss clarity and alignment with employees
 - Apply expectations and goal setting to real situations
-

Monitor Performance Effectively

0:45 to 1:05

- Review the four methods of monitoring performance
 - Discuss effective one on one conversations
 - Identify ways leaders track and document performance
-

Coaching for Growth and Improvement

1:05 to 1:20

- Review coaching for growth vs coaching for improvement
 - Apply coaching strategies to real leadership scenarios
 - Discuss how coaching fits into the leadership engine
-

Leadership Commitments

1:20 to 1:30

- Identify one change to improve performance leadership
- Capture next actions and commitments
- Key takeaways and close

Facilitator Integration Outline

Maximize Performance 365 Days a Year

90 Minute Integration Session

1. Welcome and Context

0:00 to 0:10

Facilitator message

“You’ve completed the video learning and workbook for this course. Today we’ll focus on how these ideas apply to your day to day leadership.”

Explain

Leadership is about **getting results through others**, and maximizing employee performance requires intentional leadership throughout the year .

Opening Question

Ask participants

“As a leader, what are you paid to do?”

Capture responses.

Guide discussion toward the core answer:

Getting results through other people.

Transition

“That’s what maximizing performance is about.”

2. The Leadership Engine

0:10 to 0:25

Introduce the **Leadership Engine model**

Maximizing performance happens through three interconnected phases:

- 1 Define performance
- 2 Monitor performance
- 3 Coach performance

Explain

These phases are interdependent.

Discussion prompts

“Which phase do leaders tend to spend the most time on?”

“Which phase gets neglected most often?”

Typical insights

Leaders often

- focus on coaching only when problems occur
 - skip defining expectations clearly
 - fail to monitor consistently
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3. Define Performance

0:25 to 0:45

Explain

The first step in maximizing performance is creating clarity around expectations and goals.

Expectations fall into three categories:

Conduct

Attendance

Performance

Discussion Prompt

Ask participants

“How clear are your expectations to your team?”

Follow up

“When do leaders typically communicate expectations?”

Key insight

Expectations should be **clear up front, not after problems occur.**

SMART Goal Exercise

Ask participants

“Think about someone on your team.”

“What goal would help them improve performance or grow?”

Ask them to draft a quick SMART goal.

SMART goals are

Specific

Measurable

Agreed upon

Realistic

Timed

Invite volunteers to share examples.

4. Monitor Performance

0:45 to 1:05

Explain

Monitoring performance is about **paying attention consistently, not micromanaging.**

Introduce the four monitoring methods:

1 Observation

2 Data and feedback

3 Check in discussions

4 Self monitoring by employees

Group Discussion

Ask participants

“How do you currently monitor performance?”

Capture ideas such as

- project reviews
 - metrics dashboards
 - customer feedback
 - team meetings
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One on One Best Practice

Discuss one on ones.

One on ones work best when they are

- scheduled
- consistent
- employee driven

Ask

“What cadence works best for your team?”

5. Coaching Performance

1:05 to 1:20

Explain

The third phase of the leadership engine is coaching.

There are **two reasons leaders coach**:

Coaching for improvement

Helping someone reach the expected level of performance.

Coaching for growth

Helping someone develop and expand their capabilities .

Application Discussion

Ask participants

“When do you typically coach for growth?”

“When do you coach for improvement?”

Then ask

“What happens if leaders wait until annual reviews to coach?”

Expected insights

- missed opportunities
 - lower engagement
 - performance problems escalate
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6. Leadership Commitment

1:20 to 1:30

Ask participants to write down:

- 1 One thing they will do to clarify expectations
 - 2 One strategy they will use to monitor performance
 - 3 One way they will coach more consistently
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Closing Reflection

Ask

“What part of the leadership engine will have the biggest impact for you?”

Close with

“Maximizing performance isn’t something leaders do once a year. It’s a leadership engine that runs every day.”