

Create Productive Meetings

LeaderTrak Lens Integration Session

One Page Integration Agenda

Create Productive Meetings

90 Minute Virtual Integration Session

Purpose

This integration session reinforces the key concepts from the Create Productive Meetings course and focuses on applying tools and techniques that help leaders facilitate effective, participant-centered meetings.

Participants will explore the structural and process elements of productive meetings and practice designing meetings that encourage participation, collaboration, and clear action outcomes.

Welcome and Session Context

0:00 to 0:10

- Welcome and connection to the video course
- Reflection on experiences with productive and unproductive meetings
- The leader's responsibility for facilitating effective meetings

Why Meetings Often Fail

0:10 to 0:25

- Discuss common frustrations with meetings
- Review the key elements of productive meetings
- Explore the leader's role in creating effective meetings

Structure vs Process in Meetings

0:25 to 0:45

- Review structural elements that organize meetings
 - Review process elements that guide meeting interaction
 - Apply structure and process thinking to real meetings
-

Designing Participant-Centered Meetings

0:45 to 1:05

- Discuss meeting roles and responsibilities
 - Explore ways to increase participation and engagement
 - Apply brainstorming and communication techniques
-

Driving Action from Meetings

1:05 to 1:20

- Review the importance of clear action items
 - Discuss how leaders ensure accountability after meetings
 - Apply the 3 W's framework to real meeting outcomes
-

Leadership Commitments

1:20 to 1:30

- Identify one change to improve meeting effectiveness
- Capture next leadership actions
- Key takeaways and close

Facilitator Integration Outline

Create Productive Meetings
90 Minute Integration Session

1. Welcome and Context

0:00 to 0:10

Facilitator message

“You’ve completed the video learning and workbook for Create Productive Meetings.

Today’s session focuses on how you can apply these ideas to improve the meetings you lead and participate in.”

Explain

Meetings are essential for collaboration, communication, and decision-making. However, they often become ineffective when they lack structure, participation, or clear outcomes.

Leaders play a critical role in ensuring meetings are productive and engaging.

Opening Question

Ask participants

“What is the most frustrating meeting you’ve ever attended?”

Follow up

“What made that meeting ineffective?”

Capture several responses.

Transition

“Most ineffective meetings lack intentional structure and process.”

2. Why Meetings Often Fail

0:10 to 0:25

Explain

Meetings often feel frustrating or unproductive not because meetings themselves are bad, but because they are poorly managed.

Introduce the **11 Elements of a Productive Meeting**, including:

- Excellent facilitation
 - Clear purpose
 - Agenda
 - Clear meeting roles and responsibilities
 - Recordkeeping
 - Brainstorming and exploring
 - Freedom to disagree
 - Active listening and communication
 - Shared responsibility disruptive behavior
 - Ground rules
 - Action items
-

Discussion prompts

Ask participants

“Which of these elements are most often missing from meetings in your organization?”

Follow up

“What impact does that have on productivity?”

Expected insights

Participants often mention

- lack of agendas
- meetings with unclear purpose
- meetings that end without action items

Transition

“One of the most useful ways to understand meetings is through two categories: structure and process.”

3. Structure vs Process in Meetings

0:25 to 0:45

Explain

Everything that happens in a meeting falls into one of two categories:

Structure

The elements that organize the meeting.

Process

The methods used to guide discussion and interaction.

Structural examples

- Clear purpose
- Agenda
- Roles and responsibilities
- Recordkeeping
- Action items

Process examples

- Brainstorming
- Active listening
- Managing disruptive behaviors
- Encouraging participation

Discussion prompts

Ask participants

“Think about meetings you lead. Do you focus more on structure or process?”

Follow up

“What problems occur when structure or process is missing?”

Key insight

Meetings need **both structure and process** to be effective.

Transition

“Once a meeting has the right structure, leaders must focus on engaging participants.”

4. Designing Participant-Centered Meetings

0:45 to 1:05

Explain

The most productive meetings are **participant-centered, not leader-centered**.

Introduce key meeting roles:

Facilitator

Recorder

Timekeeper

Energizer

Challenger

These roles help distribute responsibility for the success of the meeting.

Discussion prompts

Ask participants

“What techniques help encourage participation during meetings?”

Discuss ideas such as

- brainstorming
- round-robin discussion
- open dialogue
- encouraging differing opinions

Explain

Allowing the **freedom to disagree** often leads to better ideas and decisions.

Transition

“Productive meetings ultimately lead to action.”

5. Driving Action from Meetings

1:05 to 1:20

Explain

One of the biggest complaints about meetings is that nothing happens afterward.

Effective meetings end with **clear action items**.

Introduce the **3 W's of Action Items**

What will be done

Who will do it

By when will it be completed

Application discussion

Ask participants

“Think about the last meeting you facilitated.”

“What action items resulted from that meeting?”

Follow up

“How could you improve the clarity of those action items?”

Key insight

Action items ensure meetings produce real progress and accountability.

6. Leadership Commitment

1:20 to 1:30

Ask participants to write down

1 One change they will make to improve meeting structure

2 One technique they will use to increase participation

3 One strategy to ensure meetings end with clear action items

Closing Reflection

Ask

“What is one idea from this course that will immediately improve the meetings you lead?”

Close with

“Meetings are not inherently ineffective.

When leaders apply structure, process, and participation techniques, meetings become one of the most powerful tools for achieving results.”

If you'd like, I can also create **two excellent integration activities for this course**, similar to the others we built:

1. **“Fix This Meeting” exercise** (very popular with leaders)
2. **“Build a Better Agenda” exercise**

Both are perfect for the **90 minute LeaderTrak Lens integration sessions** and drive strong discussion.

Below is the **LeaderTrak Lens Integration Session Agenda and Facilitator Outline** for the course **Solve Problems, Make Sound Decisions**, built in the **same format and tone as the other integration sessions you've been creating**.

This session focuses on applying the **CIDER problem-solving process** and strengthening leaders' ability to develop problem-solving capability in their teams.

Solve Problems, Make Sound Decisions

LeaderTrak Lens Integration Session

One Page Integration Agenda

Solve Problems, Make Sound Decisions

90 Minute Virtual Integration Session

Purpose

This integration session reinforces the key concepts from the Solve Problems, Make Sound Decisions course and focuses on helping leaders strengthen their ability to guide others through problem solving and decision making.

Participants will apply the CIDER problem-solving process, explore leadership strategies for developing stronger problem solvers on their teams, and practice structured approaches to analyzing and solving real workplace challenges.

Welcome and Session Context

0:00 to 0:10

- Welcome and connection to the video course
 - Reflection on common problem-solving challenges
 - The leader's role in building strong problem solvers
-

Problems vs Decisions

0:10 to 0:25

- Review the relationship between problems and decisions
 - Explore the “current state vs desired state” framework
 - Identify real workplace problems leaders are facing
-

Leaders Building Problem Solvers

0:25 to 0:40

- Review leadership behaviors that develop problem solvers
 - Discuss common leadership traps when solving problems for others
 - Explore strategies to build independence and critical thinking
-

Applying the CIDER Problem Solving Process

0:40 to 1:10

- Review the five steps of the CIDER framework
 - Practice applying the CIDER process to a real problem
 - Explore brainstorming and decision-making techniques
-

Decision Making Approaches

1:10 to 1:20

- Review different methods leaders use to make decisions
 - Discuss when each decision-making method is appropriate
-

Leadership Commitments

1:20 to 1:30

- Identify one strategy to strengthen team problem solving
 - Capture leadership actions and key takeaways
-

Facilitator Integration Outline

Solve Problems, Make Sound Decisions

90 Minute Integration Session

1. Welcome and Context

0:00 to 0:10

Facilitator message

“You’ve completed the video course Solve Problems, Make Sound Decisions.

Today’s session focuses on applying the concepts and tools from the course to real leadership situations.”

Explain

Leaders often get promoted because they are strong problem solvers. However, leadership requires something more:

Helping **others become stronger problem solvers and decision makers.**

This session focuses on how leaders develop those capabilities within their teams.

Opening Discussion

Ask participants

“What types of problems do you find yourself solving most often as a leader?”

Follow up

“Which problems could your team solve without you if they had stronger problem-solving skills?”

Transition

“Let’s begin by reviewing the relationship between problems and decisions.”

2. Problems vs Decisions

0:10 to 0:25

Explain

A **problem** is the gap between a current state and a desired state.

A **decision** is a commitment to a course of action to close that gap.

Effective problem solving requires decisions about what actions to take.

Discussion prompts

Ask participants

“Think about a recent problem you faced at work.”

“What was the current state?”

“What was the desired state?”

Follow up

“What decisions helped close the gap?”

Key insight

Problem solving often requires **multiple decisions along the way**, not just one final decision.

Transition

“Leaders also play a key role in developing the problem-solving ability of their teams.”

3. Leaders Building Problem Solvers

0:25 to 0:40

Explain

Many leaders unintentionally limit their teams’ growth by solving problems for them.

Effective leaders instead create an environment that encourages learning and independent thinking.

Examples of leadership behaviors that develop problem solvers include:

- Involving employees in solving problems
- Asking questions instead of giving answers
- Empowering employees to make decisions
- Creating a safe environment for experimentation

These approaches help employees build experience and confidence in problem solving.

Discussion prompts

Ask participants

“What do leaders sometimes do that prevents employees from developing problem-solving skills?”

Common responses include

- solving problems too quickly
- giving answers instead of asking questions
- not involving others in decisions

Transition

“One way leaders help others solve problems effectively is by using a clear process.”

4. Applying the CIDER Problem-Solving Process

0:40 to 1:10

Explain

One effective framework for problem solving is the **CIDER process**, a five-step approach leaders can use individually or with their teams.

C – Clarify the problem

I – Identify ideas and possibilities

D – Decide on actions

E – Execute the plan

R – Review and evaluate outcomes

Activity: CIDER Problem Solving Exercise

Ask participants to think of a real workplace challenge.

Guide the group through the steps.

Step 1: Clarify the problem

Ask

“What is the current state?”

“What is the desired state?”

Encourage participants to clearly define the gap.

Step 2: Identify ideas and possibilities

Facilitate brainstorming.

Explain

This step focuses on **generating ideas without evaluating them yet**.

Encourage multiple perspectives and creative thinking.

Step 3: Decide on actions

Ask

“What are the pros and cons of each option?”

“Which actions are most likely to close the gap?”

Participants identify the best options to pursue.

Step 4: Execute the plan

Ask

“What actions will be taken?”

“Who will do what and by when?”

Step 5: Review and evaluate outcomes

Ask

“How will you know if the solution worked?”

“What follow-up actions might be needed?”

Key insight

Problem solving is often **iterative**, meaning leaders may return to earlier steps as new information emerges.

Transition

“Once ideas are generated, leaders must determine how decisions will ultimately be made.”

5. Decision Making Approaches

1:10 to 1:20

Explain

Leaders can use different decision-making approaches depending on the situation.

Examples include:

Autocratic

Leader decides.

Inclusive

Leader gathers input before deciding.

Participative

Group recommends, leader decides.

Democratic

Group votes.

Consensus

Everyone supports the decision.

Delegated

Decision authority is given to others.

Discussion prompt

Ask participants

“When might each decision-making approach be appropriate?”

Key insight

Strong leaders **communicate decision-making methods clearly** to avoid confusion or frustration.

6. Leadership Commitment

1:20 to 1:30

Ask participants to capture three reflections:

- 1 One way they will strengthen problem solving within their team
 - 2 One way they will use the CIDER framework in their leadership
 - 3 One leadership behavior they will change to avoid solving problems for others
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Closing Reflection

Ask

“What is one idea from today’s session that will help you become a stronger leader?”

Close with

“Great leaders are not defined by how many problems they solve themselves, but by how many problem solvers they develop.”

If you'd like, I can also create **two very strong integration activities for this course** that work extremely well in your LeaderTrak sessions:

1. **The “Steven vs Barbara” leadership coaching exercise** (based on the case studies in the workbook)
2. **A full CIDER group problem-solving simulation** (one of the best exercises in the entire curriculum)

Both make this session **very interactive and practical for leaders**.

Below is a **complete CIDER Group Problem Solving Simulation** designed specifically for your **LeaderTrak Lens 90-minute integration sessions**.

It mirrors the methodology in the workshop but simplifies the timing so it works smoothly in a **virtual leadership integration session**. The activity allows participants to **experience**

the full CIDER process together while practicing how to guide teams through problem solving.

This activity usually becomes **one of the most impactful exercises in the entire leadership curriculum.**

CIDER Group Problem Solving Simulation

LeaderTrak Lens Integration Activity

Solve Problems, Make Sound Decisions

Time Required

30 minutes

Purpose

This activity allows participants to practice the **CIDER problem-solving framework** while working collaboratively on a real workplace challenge.

Participants will learn how to guide others through structured problem solving rather than solving problems for them.

Activity Setup

Break participants into **small groups of 3–4 people.**

Each group will:

1. Select **one real workplace problem**
 2. Work through the **CIDER framework**
 3. Present their recommended solution
-

Step 1

Select a Real Problem

Time: 5 minutes

Each participant briefly shares **one real problem from work.**

Examples might include:

- Missed deadlines on a team project
- Low employee engagement
- Poor cross-department communication
- Customer complaints increasing
- Team conflict around responsibilities

The group selects **one problem to solve together**.

Ask the person whose problem is selected to act as the **subject matter expert**.

Step 2

Clarify the Problem (C)

Time: 5 minutes

The group helps define the **current state and desired state**.

Ask the group to answer:

Current State

What is happening now?

Desired State

What should be happening instead?

Other clarifying questions

- What do we already know about the problem?
- What have we tried so far?
- What obstacles are in the way?
- What happens if we do nothing?

Facilitator note

Encourage the group to **focus on the real problem, not just symptoms**.

This step is often the **most important step in the entire process**.

Step 3

Identify Ideas and Possibilities (I)

Time: 5 minutes

The group now **brainstorms possible solutions.**

Rules for brainstorming:

- Generate as many ideas as possible
- No criticizing or evaluating ideas
- Encourage creativity and new perspectives
- Build on each other's ideas

Prompt questions

- What are all the possible ways we could address this?
- What ideas might work even if they seem unconventional?

Record all ideas.

Step 4

Decide on Actions (D)

Time: 7 minutes

Now the group shifts to **critical thinking and evaluation.**

Review the brainstormed ideas and ask:

- What are the pros and cons of each option?
- Who would be impacted by this decision?
- What resources or constraints exist?

The group selects **2–3 actions to pursue.**

Step 5

Execute the Plan (E)

Time: 4 minutes

Define the execution plan.

Ask the group to determine:

- Who will do what?
- By when?
- Who is the final decision maker?

Encourage participants to make actions **specific and measurable**.

Step 6

Review and Evaluate (R)

Time: 2 minutes

Ask:

How will you know if the solution worked?

What follow-up will occur?

Possible follow-up measures include:

- performance metrics
 - employee feedback
 - customer satisfaction
 - project milestones
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Group Debrief

Time: 5–7 minutes

Bring everyone back together.

Ask groups to briefly share:

- The problem they solved
 - One solution they recommended
 - One insight from using the CIDER process
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Facilitator Debrief Questions

Ask the group:

What step in the process was easiest?

What step was most challenging?

What did you notice about how the process changed the discussion?

How could you use this process with your team?

Key Learning Point to Emphasize

Close the exercise with this message:

Many leaders try to **solve problems quickly**.

However, effective leaders focus on **developing problem solvers**.

A structured framework like **CIDER** gives leaders a simple way to guide others through critical thinking, creativity, and sound decision making.

✅ If you'd like, I can also give you **two additional advanced facilitation variations** that make this activity even stronger in leadership programs:

1. **The Rotating CIDER Facilitator** (great for teaching coaching skills)
2. **The 15-Minute Rapid CIDER Challenge** (very powerful and energizing)

These two variations are **very popular in executive leadership programs**.

Below is the **LeaderTrak Lens 90-Minute Integration Session Agenda and Outline** for the course **Focus Your Team**. I kept it consistent with the structure you've been using for the other integration sessions so it will fit smoothly into your **LeaderTrak Lens playbook**.

The content is based on the core models from the workshop: **Purpose, Priorities, Projects and the accountability system**.

LeaderTrak Lens

Integration Session Agenda and Outline

Course: Focus Your Team

Session Length

90 minutes

Purpose of the Integration Session

The purpose of this session is to help participants apply the **Focus Your Team framework** by clarifying team purpose, identifying master priorities, and creating systems that help teams stay focused on what matters most despite the day-to-day “whirlwind.”

Participants will leave with practical ways to help their teams focus on:

- Purpose
 - Master priorities
 - Project execution
 - Weekly accountability
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90-Minute Agenda

Time	Topic
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0:00 – 0:10	Welcome and Key Insights from the Course
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0:10 – 0:25	The Whirlwind and the Importance of Focus
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0:25 – 0:45	Activity: Clarifying Team Purpose
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0:45 – 1:05	Activity: Identifying Master Priorities
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1:05 – 1:20	Activity: Big Rocks and Weekly Planning
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Time	Topic
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1:20 – 1:30	Commitments and Leadership Application
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Integration Session Outline

1. Welcome and Course Reflection

Time: 10 minutes

Objective

Reinforce key insights from the Focus Your Team course and allow participants to share their learning.

Discussion Questions

What was the most valuable idea from the course for you?

What challenges do you see in keeping your team focused on what matters most?

Where do you see “The Whirlwind” showing up most in your work?

Facilitator Notes

Emphasize that leaders must **create focus intentionally**. Without structure, the whirlwind of activity will dominate the workday.

2. The Whirlwind and Leadership Focus

Time: 15 minutes

Objective

Help participants recognize how easily teams become busy rather than productive.

Discussion Prompts

Where does your team lose focus most often?

What distractions pull your team away from important work?

How do you currently help your team focus on priorities?

Key Concept to Reinforce

Being busy does not equal being productive.

Leaders must help teams align work around:

Purpose

Priorities

Projects

These three elements form the **3 P's of Focus framework**.

3. Activity: Clarifying Team Purpose

Time: 20 minutes

Objective

Help leaders clarify the reason their team exists and the value they provide.

Instructions

Participants work individually or in small groups.

Step 1

Identify your team's customers.

Ask participants:

Who does your team serve directly?

Examples may include:

- internal departments
- external customers
- leadership teams
- project stakeholders

Step 2

Discuss what those customers rely on your team to provide.

Step 3

Draft a simple purpose statement using the following structure:

"Our team exists to _____ for _____."

Example

Customer Service Team

We create satisfied customers by resolving questions and problems quickly.

Facilitator Debrief

Ask volunteers to share their purpose statements.

Key Insight

When teams understand **why they exist**, it becomes easier to determine what work matters most.

4. Activity: Identifying Master Priorities

Time: 20 minutes

Objective

Help participants define the **3–5 core activities** that generate the majority of their team's results.

Explain the Concept

The course introduces the **Think 20% mindset**, based on the Pareto principle.

20% of activities generate 80% of results.

These high-impact activities are called **Master Priorities**.

Activity Steps

Step 1

Participants brainstorm all core activities their team performs.

Step 2

Combine similar activities.

Step 3

Identify the **top 3–5 Master Priorities**.

Discussion Questions

Which activities generate the greatest results for your team?

What activities distract your team from these priorities?

How could these priorities guide your team's daily decisions?

Facilitator Insight

Master Priorities provide teams with a framework to determine:

What to do first

What to delay

What to delegate

5. Activity: Big Rocks and Weekly Planning

Time: 15 minutes

Objective

Help leaders apply the concepts of **projects, weekly planning, and the Eisenhower Box.**

Explain the Big Rocks Concept

Projects, goals, and initiatives represent a team's **Big Rocks.**

These often fall into the category of:

Important but Not Urgent

Without intentional focus, they get pushed aside by urgent daily work.

Activity

Ask participants to identify:

1 Big Rock they should be working on right now.

Then ask:

What is one small step you could take this week?

Introduce the **Weekly Planning Approach**

Encourage team members to:

List all weekly tasks

Organize them under master priorities

Choose **2–3 key commitments** for the week

These commitments become the foundation for accountability.

6. Commitments and Leadership Application

Time: 10 minutes

Objective

Help participants commit to applying one strategy from the session.

Ask Participants to Identify

One action they will take to improve focus on their team.

Examples

Clarify a team purpose statement

Define master priorities

Implement weekly planning

Introduce a weekly team review

Discussion Question

What impact would this change have on your team if implemented consistently?

Key Takeaway for Leaders

The whirlwind will never disappear.

Effective leaders create systems that help their teams focus on:

Purpose

Priorities

Projects

When those elements are clear and reinforced through weekly accountability, teams become far more productive and aligned.

If you'd like, I can also create the **integration activity for this course** similar to the ones we did for the others, for example:

- **Master Priorities Alignment Exercise** (very powerful)
- **The Whirlwind vs Big Rocks Simulation**
- **Weekly Team Review Roleplay**

These are excellent for making this integration session **much more interactive and memorable.**

Below is the **LeaderTrak Lens Integration Session Agenda and Facilitator Outline** for the final course **Lead By Design**, written in the **same format and style as the others** so it fits cleanly into your playbook.

This course serves as the **capstone reflection and application session**, reinforcing the full leadership system participants learned across the program.

Lead By Design

LeaderTrak Lens Integration Session

One Page Integration Agenda

Lead By Design

90 Minute Virtual Integration Session

Purpose

This integration session provides leaders the opportunity to reflect on the leadership models, tools, and skills they have learned throughout the leadership development journey.

Participants will review key concepts from across the program, practice applying leadership tools to real situations, and identify specific behaviors they will commit to strengthening as they continue their leadership growth.

Welcome and Leadership Reflection

0:00 to 0:10

- Welcome and reflection on the leadership journey
 - Review of the leadership development series
 - The importance of intentional leadership growth
-

Leadership Models Review

0:10 to 0:25

- Review key leadership models and tools
- Discuss which tools leaders are applying most often
- Identify leadership skills that require continued practice

Leadership Application Case Study

0:25 to 0:55

- Practice applying leadership tools to real workplace situations
- Discuss coaching approaches to common leadership challenges
- Share strategies for addressing complex leadership scenarios

Leadership Growth Planning

0:55 to 1:15

- Identify key leadership behaviors to strengthen
- Review the leadership development formula
- Draft a personal leadership development focus

Leadership Commitments and Closing

1:15 to 1:30

- Identify personal leadership commitments
- Share key takeaways from the leadership development journey
- Final reflections and closing

Facilitator Integration Outline

Lead By Design

90 Minute Integration Session

1. Welcome and Leadership Reflection

0:00 to 0:10

Facilitator Message

“You’ve now completed the Leadership Development Series and the LeaderTrak Lens courses. Today is an opportunity to step back and reflect on what you’ve learned and how it has shaped you as a leader.”

Explain

Leadership development is not a single event.

It is a continuous process of learning, practicing, reflecting, and improving.

This session focuses on helping leaders intentionally **lead by design rather than by default.**

Opening Question

Ask participants

“What is one leadership idea or skill from the program that has made the biggest difference for you?”

Capture responses.

Transition

“Throughout this session we will revisit some of the tools you’ve learned and explore how you can continue strengthening your leadership impact.”

2. Leadership Models Review

0:10 to 0:25

Explain

Throughout the leadership series, participants were introduced to a variety of leadership tools and models designed to help them navigate different leadership situations.

Examples include:

- Coaching for Growth and Coaching for Improvement
- The Leadership Engine for Performance
- Employee Engagement strategies
- Conflict resolution models
- Decision making tools such as CIDER
- Focus and productivity strategies

Discussion Prompts

Ask participants:

“Which leadership tool or model have you used most often?”

“Which leadership skill has been the most challenging to apply?”

“What leadership situation do you now handle differently than before this program?”

Facilitator Insight

Leadership effectiveness improves when leaders consistently apply the tools rather than relying on instinct alone.

3. Leadership Application Case Study

0:25 to 0:55

Explain

Leaders encounter challenging situations every day.

This activity provides an opportunity to practice applying leadership tools in real scenarios.

Activity Instructions

Divide participants into small groups.

Provide a leadership case scenario.

Examples may include:

- Coaching a disengaged employee
- Supporting a high performer seeking growth
- Advising someone interested in becoming a leader

Participants discuss:

What leadership tools would you use in this situation?

How would you approach the conversation?

What outcome would you aim to achieve?

Facilitator Debrief

Ask groups to share their responses.

Highlight connections to leadership tools such as:

Coaching conversations

Clarifying expectations

Listening and asking questions
Providing growth opportunities

These types of case studies are commonly used in the Lead By Design workshop to practice leadership communication skills.

4. Leadership Growth Planning

0:55 to 1:15

Explain

Leadership growth continues beyond this program.

The course introduces a **Formula for Ongoing Leadership Growth and Development** that encourages leaders to intentionally strengthen key leadership behaviors.

Participants reflect on:

- behaviors they want to strengthen
- activities that will support those behaviors
- people who can provide feedback

Activity

Ask participants to write down:

Two or three leadership behaviors they want to improve.

Examples may include:

- Coaching more consistently
- Communicating expectations more clearly
- Delegating more effectively
- Managing conflict constructively

Discussion Prompt

“What is one leadership habit that will have the greatest impact on your effectiveness?”

5. Leadership Commitment and Closing

1:15 to 1:30

Ask participants to write down:

- 1 Leadership behavior they will intentionally strengthen.
- 2 Specific actions they will take to support that behavior.
- 3 One person who can help hold them accountable.

Closing Reflection

Ask participants:

“What is the most important leadership lesson you are taking with you from this program?”

Facilitator Closing Message

“Leadership is a lifelong journey. The tools you’ve learned provide a foundation, but your continued growth will come from applying them consistently.”

“Great leaders don’t lead by accident. They lead by design.”

If you'd like, I can also create **one final powerful activity** for this course that works extremely well in the integration session:

The Leadership Legacy Exercise

It’s a **10-minute reflection activity that makes the final session very memorable**, and many leadership programs use something similar as their closing moment.

Integration Activity

Leadership Legacy Reflection

Time

10–15 minutes

Purpose

This reflection activity helps participants step back from day to day leadership challenges and think about the type of leader they want to become.

The goal is to help leaders connect the tools they have learned throughout the leadership development series to the **long term impact they want to have on the people they lead**.

Leadership is not just about achieving results.

It is about the influence we have on others and the culture we help create.

Facilitator Instructions

Introduce the Activity

Say to participants:

“Throughout this program you’ve learned many leadership tools, models and strategies. But leadership is about more than tools. It’s about the kind of leader you choose to be.”

“I’d like you to take a moment to reflect on the legacy you want to create as a leader.”

Reflection Exercise

Ask participants to write down responses to the following questions.

Give them about **5 minutes to reflect and write.**

Question 1

What do you want your team members to say about you as a leader?

Examples participants may write:

- They trusted me
 - They felt supported and developed
 - I helped them grow
 - I listened and cared
 - I helped them succeed
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Question 2

What leadership behaviors will help you create that experience for your team?

Examples:

- Coaching regularly
 - Listening more than talking
 - Setting clear expectations
 - Giving meaningful feedback
 - Encouraging growth and learning
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Question 3

What is one leadership behavior you will commit to strengthening moving forward?

Ask participants to circle **one behavior**.

Group Reflection Discussion

Ask participants:

“What did you notice as you reflected on these questions?”

Optional follow up questions:

“What kind of leader do you want to be remembered as?”

“What leadership behaviors will help you create that experience for others?”

Invite volunteers to share.

Facilitator Closing Message

Say:

“Leadership is a lifelong journey. Tools and models help us, but ultimately leadership is about the impact we have on other people.”

“Every day you have the opportunity to shape that impact through your actions, your decisions and the way you treat others.”

“That is what it means to **lead by design**.”

If you'd like, I can also help you with one more thing that will make your **LeaderTrak Lens playbook feel complete**:

I can create a **1-page facilitator introduction script that works for ALL 12 integration sessions**, so every facilitator starts the sessions consistently.

It would include:

- Opening framing
- How the Lens system works

- Expectations for the integration session
- How participants should use the tools between sessions.

It would make your program feel **very polished and scalable**.