

# LEADERSHIP TRAINING TOPICS CHECKLIST

My current training is...

STAFFING	VERY EFFECTIVE	NOT EFFECTIVE	NONEXISTENT
Recruiting talent			
Interviewing candidates			
Onboarding new hires			
Build your bench			
TEAM LEADERSHIP	VERY EFFECTIVE	NOT EFFECTIVE	NONEXISTENT
Defining a vision			
Developing a strategy			
Setting goals			
Setting expectations			
Getting and giving feedback			
Rewarding and motivating teams			
Encouraging professional development			
Managing performance			
Terminating employees			
Managing time			
Managing change			
BUSINESS ACUMEN	VERY EFFECTIVE	NOT EFFECTIVE	NONEXISTENT
Understanding drivers and drainers			
Reading a profit and loss statement			
Creating a profit and loss statement			
Establishing a budget			
Evaluating ROI			
Allocating resources			
Making decisions			
Identifying, evaluating, and mitigating risk			
Building a business case			
Maintaining an innovative mindset			
Negotiating and persuading			
INTERPERSONAL SKILLS	VERY EFFECTIVE	NOT EFFECTIVE	NONEXISTENT
Developing emotional intelligence			
Building communication skills			
Having difficult conversations			
Managing up			

# WHAT'S BEST FOR MY MANAGERS?

Depending on the needs of your company and your learners, the best option could be a blend of all three approaches.

## IN-PERSON FACILITATED



### PROS:

More opportunities to build, build a support network, and share best practices

High learned accountability

Limited distractions

Can be developed in bite-sized formats and facilitated in-house to provide continuous learning

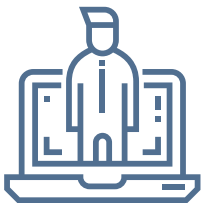
### CONS:

If facilitated as a full-day or multi-day event, follow-up activities should be developed and implemented to encourage application and defeat the "forgetting curve"

If facilitated as a full-day or multi-day event, may involve extra costs such as hotel, travel, and food.

Managers are not as accessible to their team members

## VIRTUAL INSTRUCTOR-LED



### PROS:

No travel required

Can be developed in bite-sized formats and facilitated in-house to provide continuous learning

### CONS:

Fewer opportunities to bond, build a support network, and share best practices

Difficult to measure engagement beyond course completion

Managers are susceptible to more distractions during the training

Technology challenges with video, Internet connectivity, and sound can negatively impact the learning experience

## SELF-PACED ON-DEMAND/ JUST-IN-TIME



### PROS:

No travel required

Simple course completion tracking

Typically organized in bite-sized courses, so managers can balance training with supporting their teams

Consistent information and experience

Easy to administer

### CONS:

Fewer opportunities to bond, build a support network, and share best practices

Difficult to measure engagement beyond course completion

Managers are susceptible to more distractions during the training

## LET'S GET STARTED

Ready to transform the way your company onboards?  
Contact us to schedule a demo.

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(888) 723-9770