LEADERSHIP BUNDLE ACADEMY
Presented by CAPSTONE Leadership Solutions, Inc.

SAMPLE Letter to Your Boss

Subject: Getting better results . . . Creating a higher performing team

Hello [insert name],

I'm reaching out with a very important request for your support in developing my leadership skills.

I want to be a better leader, achieve more results, make faster progress on goals and projects, and know exactly what to do to lead a high-performing team.

To help make this happen, I've found a very specific leadership development program, the Capstone Leadership Bundle Academy, that I know is a right fit for my style of learning, my specific learning needs, and what I desire to achieve.

This program is different from other management courses. Instead of lectures on management topics and theories that leaders aren't not sure how to apply, this Academy will guide me to learn and adopt a new, better way of leading.

This new way, guided by the Focus + Action Method, is based on 9 core leadership practices that are backed by 20 years of research, testing, and perfecting. This approach is now being used by 1,000s of healthcare leader . . . who are now getting the results that I want to get.

I'm excited to enroll in this Academy so that I can get my hands on the playbook of the most effective, impactful, *"get-it-done, "make-things-happen"* healthcare leaders. I'm committed to learning, and applying what I learn, to better lead my team to achieve results and make improvements.

For your further review and consideration, I'm providing a 1-page Academy Overview.

You'll note how comprehensive this program is - - with access to expert coaches and motivated peers -- as well as access to archived lessons, resources, and additional bonus learning modules well into the future. For all of this, the cost of the program is only $875, which I am requesting that the organization pay as an investment in my growth and development.

As well, upon completion of the Academy, I will be deemed certified in the Capstone Leadership Bundle and be granted 20 continuing education credits. Once certified, I would welcome opportunities to "pay it forward" by sharing what I learn through hosting a learning session for my peers to highlight the top take-aways and tactics.

It would mean a lot to me if we could discuss this in person as the 10-week program begins [insert start date] and goes through [insert end date] and the enrollment period is limited. I've scheduled a few moments on your calendar on [insert day/time], but wanted you to have this information to review and consider in advance of our time together.

Sincerely,

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[insert your name]

REGISTER FOR THE NEXT COHORT HERE:
www.CapstoneLeadership.net/Academy

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ACADEMY OVERVIEW
Academy Cohort: September 16 – November 22, 2024
+ 2 BONUS Post-Academy Calls & 3 BONUS Post-Academy Trainings

WHO IS THE ACADEMY FOR? Capstone's Leadership Bundle Academy is specifically designed for healthcare leaders who –

- **Lead people** and are responsible for activities such as giving feedback, hiring, elevating employee morale and performance, making improvements to day-to-day operations, and achieving goals and projects.
- **New leaders** seeking to create a lasting foundation for successful leadership practice.
- **Experienced leaders** looking to further engage and elevate their employees and make faster progress on goals and projects.
- Throughout the Academy, specified instructions/modifications are provided for **senior leader** application.

OBJECTIVES: Over the duration of the Academy, participants will be guided through a "learn-do" experience designed to support the adoption of a consistent cadence of purposeful and impactful actions anchored in nine core leadership practices that move people higher and progress forward.

> *Leadership Bundle Core Practices - Giving & Receiving Feedback, Strengthening Relationships, Setting & Achieving Standards, Elevating Gratefulness, Promoting Wellbeing, Improving Communication, Leading Change, Effective Hiring & Onboarding, Setting & Achieving Goals*

FORMAT & TIME REQUIREMENTS:

- Accessible via an online learning and remote coaching platform, participants will complete one module per week, for 10 weeks.
- Each module contains bite-sized lessons (short video and written resource materials) along with associated activities to process and practice (and ideally even implement) what is learned.
- The estimated 1-2 hours to complete each module's lessons and activities can be flexibly incorporated into each leader's schedule.
- Additionally, there will be an established schedule for weekly 1-hour live virtual group sessions throughout the 10 weeks. These will be recorded and made available for those who may miss a live session.

CEUs: Provider approved by the California Board of Registered Nursing: Provider #16063. Approved for 20 Contact Hours.

INVESTMENT: $875 per attendee

BONUSES: A well populated Resource Center that includes access to bonus lessons and resources:

- **The Healthcare "Business" Fundamentals:** Leading Finance, Leading Growth
- **The Healthcare "Mission" Fundamentals:** Leading Quality/Safety/High Reliability, Leading Service Excellence (aka the Patient Experience)
- **Your Leadership Career Fundamentals:** Transitioning into Leadership (aka "From Bestie to Boss), Elevating your leadership over time.

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ACADEMY GROUP COACHING CALL SCHEDULE
Academy Cohort: September 16 – November 22, 2024
Wednesday at 12p ET // 11a CT // 10a MT // 9a PT

ACADEMY COACHING CALLS

September 18, 2024	Academy Kick-Off Call
September 25, 2024	Module 1 Coaching Call
October 2, 2024	Module 2 Coaching Call
October 9, 2024	Module 3 Coaching Call
October 16, 2024	Module 4 Coaching Call
October 23, 2024	Module 5 Coaching Call
October 30, 2024	Module 6 Coaching Call
November 6, 2024	Module 7 Coaching Call
November 13, 2024	Module 8 Coaching Call
November 20, 2024	Module 9/10 Coaching Call

POST ACADEMY - BONUS CALLS

December 4, 2024	Post-Academy Check-In Call 1 (2 weeks)
December 18, 2024	Post-Academy Check-In Call 2 (30 days)

CURRICULUM OVERVIEW

Module 1 - Assess and Vision Explore your motivating factors and assess your need for changing how you lead. Vision a new way of leading utilizing the foundational practices and application of the "leadership bundle" approach.

Module 2 - Early Wins Be equipped and inspired to "just start" these quick-to-apply **daily habits** that start the process of adopting four of the nine core leadership practices from the leadership bundle.

> *Module 2 Leadership Bundle Core Practices Focuses: Giving & Receiving Feedback, Strengthening Relationships, Promoting Wellbeing, Improving Communication*

Modules 3-5 - Clarity of Focus The step before taking action is deciding on the primary focuses or outcomes desired through those actions. In these modules, you will initiate a systematic approach of setting measurable goals and improvement aims, and bringing clarity to desired values and standards.

> *Modules 3-5 Leadership Bundle Core Practices: Setting & Achieving Standards, Leading Change, Setting & Achieving Goals*

Weeks 7-10 - Consistency of Action Design and deploy a cadence of scheduled actions, aligned with desired outcomes that infuses skillful and thoughtful execution into seemingly ordinary to-dos and marks your days, weeks, months, and quarters with purpose and intent. Capture key techniques for continually elevating your competency and consistency in the use of these core practices over time while appropriately adjusting for your specific role, schedule, and priority focuses. The Academy wrap up advice and coaching is focused on personalizing and sustaining the Focus + Action Method.

> *Modules 7-10 Leadership Bundle Core Practices - Giving & Receiving Feedback, Strengthening Relationships, Setting & Achieving Standards, Elevating Gratefulness, Promoting Wellbeing, Improving Communication, Leading Change, Effective Hiring & Onboarding, Setting & Achieving Goals*

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