



Getting Started:

Leadership Development
Program Example Timeline

Timing is hugely important for driving engagement in any learning program, but orchestrating so many moving parts can be pretty overwhelming. So far you've presumably established the goals of the program and gotten executive and leadership buy-in. Now, after finding the courses, curating the right paths and tailoring it to your organization, how do you roll it out?

Use the example template below to outline the major milestones of a semi-annual leadership development program,

(Example timeline base on a semi annual exclusive leadership development program)

Action	Timeframe	Why
Intro the program to the organization		Whether this is your first leadership program or your company is running a well oiled program, it is important to get the message out. This message can spark interest for those who wish to attend the program, and serve as a reminder to all stakeholder participants.
Begin nomination /application / registration process		Consider how attendees are selected or admitted into this leadership development program. For every organization this will vary and you should do what best suits your needs and goals for this program.
Host Program Kick Off		Host an in person or online program kickoff. Here you may want to set the tone by talking about what leadership sounds, feels and looks like at your company, perhaps inviting a guest speaker. Remind attendees what an honor it is to be part of such a program and outline what is expected of them with the program curriculum and as an exclusive participant of the program.
Assign asynchronous learning pathway		Ongoing - embedding behavior takes the reinforcement via a variety of learning experiences. Consider assigning online learning as part of the required coursework. Designing your framework and competencies has never been easier, grab THESE and GO!
Intro program buddy assignments OR executive mentors		Ongoing - having a buddy who may have gone through this program or similar can be vital for a participant. Pair up your participants with someone with more experience to give guidance and mentorship on the journey. Consider using this workbook to help those mentors navigate mentee sessions.

Action	Timeframe	Why
<i>Session 1 Connecting</i>		
<i>Session 2 Equipping</i>		
<i>Session 3 Empowering</i>		
<i>Session 4 Accountability</i>		
<i>Session 5 Intentionality</i>		
Execute 360 Feedback for all participants		Feedback is critical to any development program. This is an opportunity for participants to see themselves through another's eyes. Perhaps they discover new strengths they hadn't identified before or maybe areas where they can challenge themselves throughout the program. Whatever the case, execute this portion of your program with thoughtfulness and much care.
360 Feedback review/discovery with participants		Once completed, consider having a discovery session with participants. This can be hosted as a cohort or with their assigned mentor. This session can be important and delicate to the feelings within the findings. If you choose to go the cohort route, keep it casual and let others share as they feel comfortable. If you choose to have a mentor lead session on an individual basis, make sure your mentors have a talk track planned and prepared for that session.
Begin Executive Leadership Led Sessions		Having your executive leadership actively involved in this program can elevate the program and create valuable facetime for participants. Engage your executive leaders and ask them to participate by leading a session with participants. This can be an informal "ask me anything" or something more organized with a theme/topic of their choosing. If executives need a better idea or some guidance around what kinds of concepts they should be speaking to have some ideas readily available to help them decide what they'd like to bring to these participants.

Action	Timeframe	Why
#1		(Executive input here)
#2		(Executive input here)
#3		(Executive input here)
#4		(Executive input here)
Begin Book club		Book clubs can help introduce perspectives from outside of your organization and it is key to exploring diverse points of view in order to learn and grow. Consider asking for volunteers from within your program participants to help lead these sessions. Having them lead will help grow their skills in organization, preparation and discussion.
<i>Book club session 1</i>		
<i>Book club session 2</i>		
<i>Book club session 3</i>		
<i>Book club session 4</i>		



Program Close-out/Graduation

To formally conclude the program, this phase will involve a wrap-up session, where participants will reflect on their learnings, share experiences, and discuss how they will apply their new skills in their roles. We will celebrate the achievements of all participants and provide guidance on continued learning and development opportunities. Additionally, participants will receive certificates of completion, and we will gather feedback to continuously improve the program for future cohorts.

About OpenSesame

OpenSesame is more than a content provider—we work with our customers to help them build their most productive and admired workforces with L&D solutions that work for them. Our LMS and LXP partners are helping us remove barriers to efficiency so that learning programs are more manageable and your learners get what they need.

Have some questions about this guide or the associated resources? Want to work with our curation team on a customized approach with the OpenSesame catalog?

We're here to help!

[CLICK HERE FOR DEMO](#)

Already a customer?

Connect with your Customer Success Manager today.

