

# How To:

## Create a Leadership Development Program for High Potential Employees

Many companies are focusing their leadership development training on their high potential employees – those who possess skills necessary to thrive in management and senior roles. Developing strong leaders requires a well-crafted program that focuses on specific skills relevant to your organization. EBSCO has outlined the steps needed to create program that will help your high potential employees reach their full potential.



### Outline Critical Competencies

- Through employee surveys and feedback, identify the skills that your company can improve upon – focus on soft skills such as communication, innovation and conflict resolution
- Choose competencies that align with your company's mission statement
- Create a list of 8 to 12 competencies that will be the focus of your program
- Make sure that your list of competencies is broad enough that it is inclusive, yet not so broad that it is overwhelming



### Identify Your High Potential Employees

- Focus on employees who thrive in their current roles – these employees are those who are happy to take initiative in leadership opportunities
- Speak with senior managers to get feedback on which employees they believe are high potential
- Choose employees who represent each of your company's departments



### Curate Your Content

- Prepare for your program by gathering information on your chosen competencies
- Take advantage of existing and low-cost or free materials that can be found online
- Invest in a corporate learning tool, such as *Accel5*<sup>™</sup>, to help supplement your program with concise and actionable lessons



### Prepare Your Audience

- A week before your program begins, assign pre-work to those attending
- Send out any helpful reading or videos that will relate to the content of your program
- Make sure that the pre-work is quick to complete and engaging for your audience, such as the lessons found in *Accel5*
- Ask attendees to complete a personal improvement plan (PIP) to self assess how they believe they rank for each competency



### Hold Your Program

- Schedule your program during a “slower” part of the year – consider that you don't want to distract employees a week before their fiscal year ends
- Make sure that your program is long enough to be effective, but not so long that employees will be behind on their work. Two to five days is an effective amount of time
- Create a “buddy” program where each attendee is matched with a counterpart to hold them accountable
- Check in with your audience throughout the program to ensure they are moving toward the intended goals



### Follow Up

- Immediately after the program has concluded, give attendees access to a corporate learning solution, such as *Accel5*, to help them continue their development
- A few days after the program is complete, ask the attendees to complete their PIP again, and review their improvements
- About a month after the program, check in with the high potential employees to see if they are still speaking with their buddies – if they are not, encourage them to reach out
- Once you have run your program multiple times, send out another company-wide survey and review the results

### Conclusion

A leadership development program for high-potential employees is an exciting way for your company to improve and focus on the future. Supplement your program with *Accel5*, which offers lessons on the most popular business competencies from top thought leaders. Use these book summaries, videos and articles before, during and after your program. Request a free trial today.



[Request Free Trial](#)