



# **50 Key Leadership Skills & Principles**

For your Leadership  
Development Program

OpenSesame has identified 50 key skills and principles that are most attributed to a leadership skillset and sorted them into three distinct **development journeys: Know Your Business, Nurture Your People and Lead Yourself**. Our curation team then selected courses from the OpenSesame Plus catalog that cover each of the skills and created distinct learning paths that are ready to be adopted as a turn-key training program.

*Note: These attributes may also be known as 'core competencies' or 'soft skills', but for the purpose of this guide, we'll refer to them as skills and principles.*



### **Know Your Business: Strategic Mindset, Planning, and Execution**

Skills associated with the operational and strategic elements of business management. Examples include business acumen, strategic alignment and succession planning.



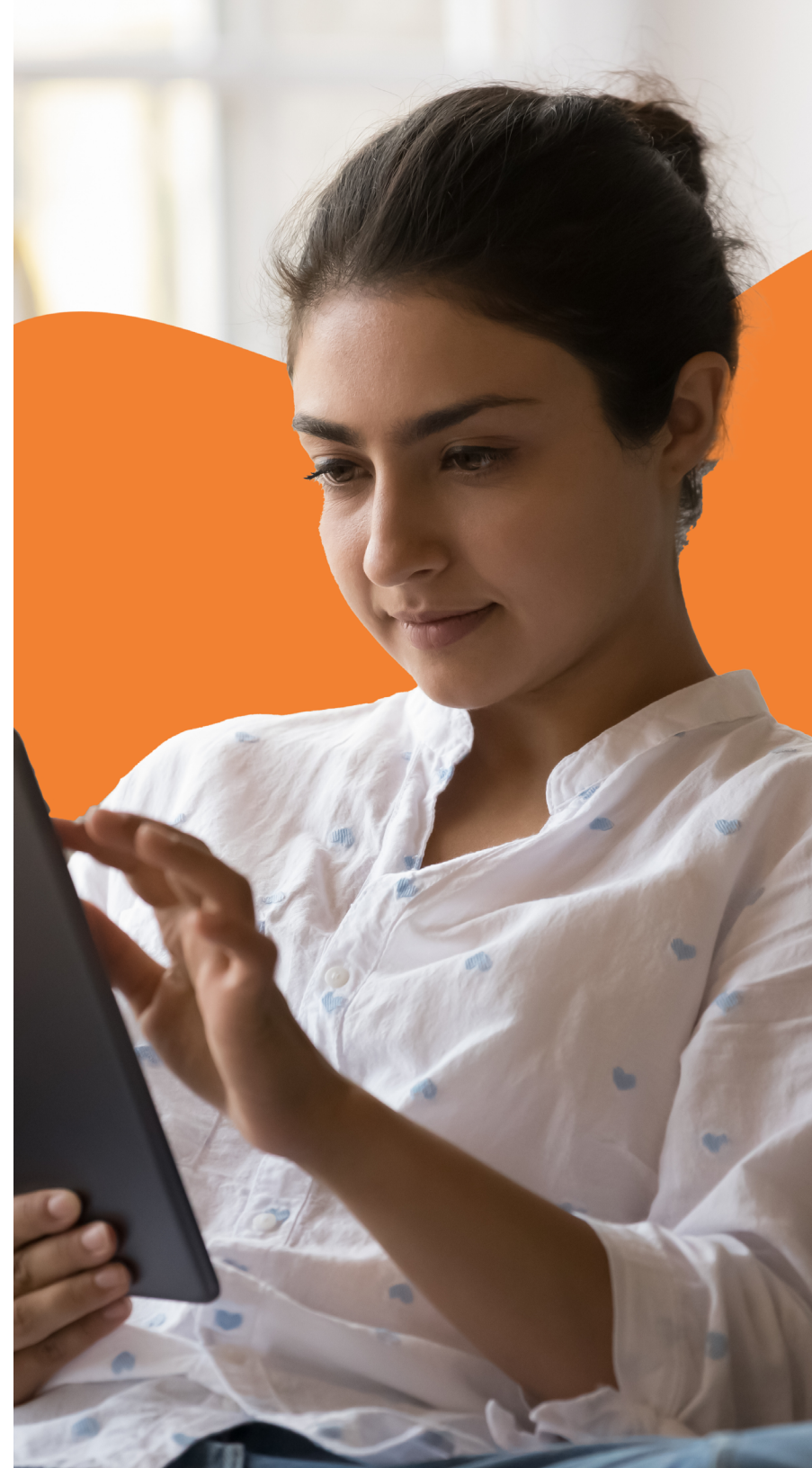
### **Nurture Your People: Performance Management and Talent Development**

Skills associated with the backbone of any organization: Your people. Examples include delegation, handling difficult conversations with empathy and coaching.



### **Lead Yourself: Personal Development and Leadership Excellence**

Skills associated with your own leadership journey for personal growth. Examples include self-awareness, resilience and growth mindset.



# How to use this guide: Journeys and Levels

This list of skills and principles has been segmented into the 3 Development Journeys above by OpenSesame's Curation team, based on current research in leadership development skill-building as well as 10+ years of direct consultation with a diverse set of customer organizations.

In each section below, you'll find the Development Journey, followed by 15-20 of its most relevant principles and skill areas. For each of these skill areas, our curators have identified between 5-10 specific courses from the OpenSesame catalog that address it. These course lists can be used as a comprehensive, turn-key Leadership Program, or customized to fit your organization's specific goals..

## What about different levels of Leadership?

For organizations that want to address multiple leadership levels in your training program with differentiated experiences, we've created customized learning paths for new (Emerging Leaders), mid-level (Team Managers), and senior leadership (Directors and Executives). These levels can be a huge help for driving efficiency in training. Also, consider what's right for your program and where you might choose to enroll learners of all leadership levels in the same course.

At the beginning of each of the sections, we've also linked our recommended lists for the **Emerging Leaders, Team Managers and Directors and Executive** levels. Look for the pre-curated list links at the top of each development journey in **red, teal, and brown**.

← Curated Lists Know Your Business: Strategic Mindset, Planning, & Execution for Directors and Executives Follow

By Molly Broder  
92 Courses: 43h 37m | Created on 27 Oct 2022

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TITLE	RATING	PUBLISHER	LANGUAGE	SEAT TIME	STYLE	TYPE	DEMO
<b>BUILD BUSINESS ACUMEN</b>							
Business Planning Process: Financial Modeling	★★★★★	Management Pocketbooks	🌐 1	11m	🕒 Interactive	PLUS	📺
The Profitability Multiplier	★★★★★	Management Pocketbooks	🌐 1	15m	🕒 Interactive	PLUS	📺
New to Big: How Companies Can Create Like Entrepreneurs, Invest Like VCs, and Install a Permanent Operating System for Growth   David Kidder and Christina Wallace	★★★★★	Blinklist	🌐 1	15m	📖 Book Summary	PLUS	📺
Create a Robust Financial Plan: Staffing and Expense Models	★★★★★	EntrepreneurNOW	🌐 1	30m	🕒 Interactive	PLUS	📺
Create Growth Projections for Your Business	★★★★★	EntrepreneurNOW	🌐 1	40m	🕒 Interactive	PLUS	📺

## SAMPLE LEARNING JOURNEY





# Know Your Business: Strategic Mindset, Planning, and Execution



Emerging Leaders  
Team Managers  
Directors and Executives

Skill or Principle	What it means to a leader
Build Business Acumen	Build an understanding of a company's operations and finances in order to successfully operate in a business environment and help meet organizational goals
Embody a "Customer First" Mindset	Form a strong sense of customer centricity by building trust, creating loyalty and enhancing brand reputation in all customer encounters.
Think Strategically	Think critically and make intentional decisions with a solution-oriented mindset and anticipation of future impact and opportunities.
Recruit the Best	Identify top talent and utilize a variety of methods to source a diverse and qualified candidate pool.
Elevate the Interview	Establish skills and techniques for potential candidates during the interview process with focus on assessing candidates and creating a diverse company culture.
Manage Succession	Retain talent and prepare a pipeline of future high potential employees and develop them for critical roles/positions within the company.
Share your Vision	Convey a clear vision to inspire and empower employees to contribute, find purpose and engage with organizational goals.
Plan for Results	Establish a roadmap of identified initiatives and define clear actions for successful outcomes and goal achievement.
Ensure Strategic Alignment	Ensure resources and assets are strategically arranged in a way that supports the company's overall purpose.
Execute the Strategy	Take accountable action and see initiatives through to their desired outcomes.
Surpass the Competition	Research and gather information to analyze the market to construct a forward-looking competitive advantage.
Embed DEI Principles	Involve leaders in actively, designing and investing in diverse, equitable, and inclusive strategies to create cultural impact in the workplace.
Jumpstart Digital Transformation	Reimagine current processes or services and lead efforts to transform and improve workflows through digitization and artificial intelligence.
Ignite Innovation	Support an atmosphere that nurtures creative thinking, new ideas and diverse perspectives toward new or existing business solutions.
Mitigate Risk	Examine factors that could lead to weak points within the business and find ways to mitigate risk exposure.



# Nurture Your People: Performance Management and Talent Development



Emerging Leaders  
Team Managers  
Directors and Executives

Skill or Principle	What it means to a leader
Navigate your Transition	Establish an adaptive plan to support a smooth transition to a leadership position and mitigate “peer to boss” challenges.
Build Trust & Psychological Safety	Create and sustain an inclusive environment where employees feel valued, safe and empowered to engage with the team and challenge the status quo.
Deliver Feedback	Tactfully provide an honest and constructive analysis of an employee’s productivity, behavior or overall performance.
Give the Gift of Coaching	Support others with challenging and thought provoking conversations that ignite action and follow through.
Delegate to Empower	Willfully and strategically transfer responsibility for a task from one person to another.
Manage Conflict	Transform harmful situations and disagreement into a positive win-win state of mind.
Conduct Difficult Conversations	Demonstrate courteousness and empathy while also speaking directly to the topic at hand.
Facilitate Change	Unite a body to move toward a desired state of organizational change.
Spark Creativity	Cultivate curiosity to strike new ideas. Create spaces and places to be inspired while eliminating creative constraints.
Foster Accountability	Create a sense of ownership and responsibility within the team while setting clear expectations driving actionable outcomes by contributors.
Enable Collaboration	Encourage employees to work together effectively to achieve a goal or complete a task.
Model Inclusion	Demonstrate awareness of blind spots and actively solicit differentiating ideas/opinions to create a more collaborative and inclusive environment.
Support Diverse Teams	Leverage unique backgrounds and viewpoints to bring different perspectives to the table.
Engage Team Members	Connect and engage with team members to ignite synergy, creating involved and self-motivated individuals.
Nurture Talent	Support employees in their personal and professional growth.
Conduct Performance Conversations	Plan, monitor and review an employee’s work objectives and output.
Practice Adaptive Leadership	Select and utilize the best leadership style, based on the situation at hand.
Set Goals for Results	Establish meaningful milestones that align with the overall mission of the organization.
Lead in Hybrid & Remote Environments	Maximize digital tools and remote communication best practices to ensure team productivity, performance and well-being.



# Lead Yourself: Personal Development and Leadership Excellence



Emerging Leaders  
Team Managers  
Directors and Executives

Skill or Principle	What it means to a leader
Build Relationships	Participate in thoughtful and intentional two-way communication; Clearly and respectfully express thoughts, feelings or ideas.
Develop Credibility & Executive Presence	Demonstrate high-quality skills and services and continually build on subject matter expertise to inspire confidence with others.
Adapt to Communicate	Listen intuitively and frame messages in ways that will speak to and influence a particular person or audience.
Persevere through Change	Remain agile and flexible in the face of changes at scale or within day-to-day alterations.
Exercise Judgment in Decision Making	Utilize rational thinking to thoroughly navigate a situation and reach a sound outcome.
Solve Problems	Conceptualize connections between ideas and perspectives and contribute individual critical thought.
Influence and Persuade	Build value around an idea to drive adoption for a cause or purpose.
Practice Self Awareness	Demonstrate awareness of individual thoughts, feelings or stances, as well as the ability to think objectively.
Confront Bias	Actively seek to find and mitigate personal blind spots.
Demonstrate Resilience & Courage	Weather challenges, recover from failure or difficult experiences and display confidence in the face of doubt.
Learn and Grow	Recognize positive and negative situations as opportunities for growth.
Inspire Others	Use influence to ignite passion and cultivate a synergy where others are motivated and share a common positive outlook.
Listen with Interest	Demonstrate care and value of others and consciously put forth effort to listen and understand.
Lead without Ego	Show care and concern for one's personal brand by demonstrating vulnerability and adopting an authentic approach to all interpersonal relationships.
Manage Yourself	Prioritize and strategically manage tasks, projects and people in accordance with what is needed.
Embrace your Emotions	Recognize emotions within themselves and within those around them and appropriately manage as needed.