

Sample



COOPERATIVE LEADERSHIP INSTITUTE

Due Diligence and Process Punch List

- 1) Craft Program Structure
 - a. Survey Managers / Employees
 - i. 360-Assessment (optional)
 - b. Establish Corporate Task Force
 - i. Goals
 1. Mavens/Innovators – build program awareness and excitement
 2. Ratify curriculum structure and program objectives / identity
 3. Meet semi-annually to reinforce and recalibrate curriculum and programmatic objectives
 - ii. Diversity: by position, property, and ethnicity
- 2) Establish technology needs and compliance
- 3) Build program identity and internal marketing campaign
- 4) Launch company-wide program awareness campaign, including Change Management strategy
- 5) Customize first two courses in the curriculum (combine into one course – optional)
 - a. Orientation
 - i. Highlight Client Partner history and traditions
 - ii. Voices of Senior Leadership
 - iii. Internal buy-in
 - b. Values
 - i. Service Commitment
 - ii. Mission / Vision
 - iii. SMART Goals
- 6) Plan learning assets needed from Client Partner for first year of curriculum
- 7) Identify and train program administrators
 - a. Leading performance development through a learning organization
- 8) Launch program