

<b>Presentation Name</b>	Leadership Competencies Overview/Intro
<b>File Name</b>	Visual_storyboard_Leadership Competencies Introduction.pptx
<b>Go Live Date</b>	07/03/██████
<b>Course Summary</b>	The Leadership Competencies Introduction course provides an ████████ of the new Leadership Competency model at ████████ Leadership domains, competencies, processes, and forms will be included in this synopsis of the model.
<b>Learning Objectives</b>	<p>By the end of this course, learners will be able to:</p> <ul style="list-style-type: none"> <li>• ████████ the ████████ Leadership Competency Model and purpose</li> <li>• Identify the domains and competencies of the model</li> <li>• Complete the performance evaluation form to assess the performance of yourself and your direct reports</li> <li>• Describe the performance evaluation alignment process for leaders and how to use the results</li> </ul>
<b>Instructional Designer</b>	Melissa King
<b>Stakeholder(s)</b>	████████████████████ ████████████████████ ██
<b>SME(s)</b>	██



*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*

*Video/Audio File Names:*

**Music File Name:**

- Audio Test Music1.mp3

**Narration:**

- our\_core\_values\_150.mp3
- our\_core\_values\_150a.mp3

**Leadership Image:**

- Build in Storyline or Illustrator to match

*Narration/Voiceover Script:*

**Pre-recorded audio:**

“Welcome to the course. Click the begin button to begin the course.”

“This course contains audio narration. Please know that captions are available throughout the course.”

Onscreen Text: Please check your device audio. If you are not able to fix the problem, you may continue by reading the closed captions. The navigation tutorial shows where the closed captions button is.”

*Navigation, Additional Notes:*

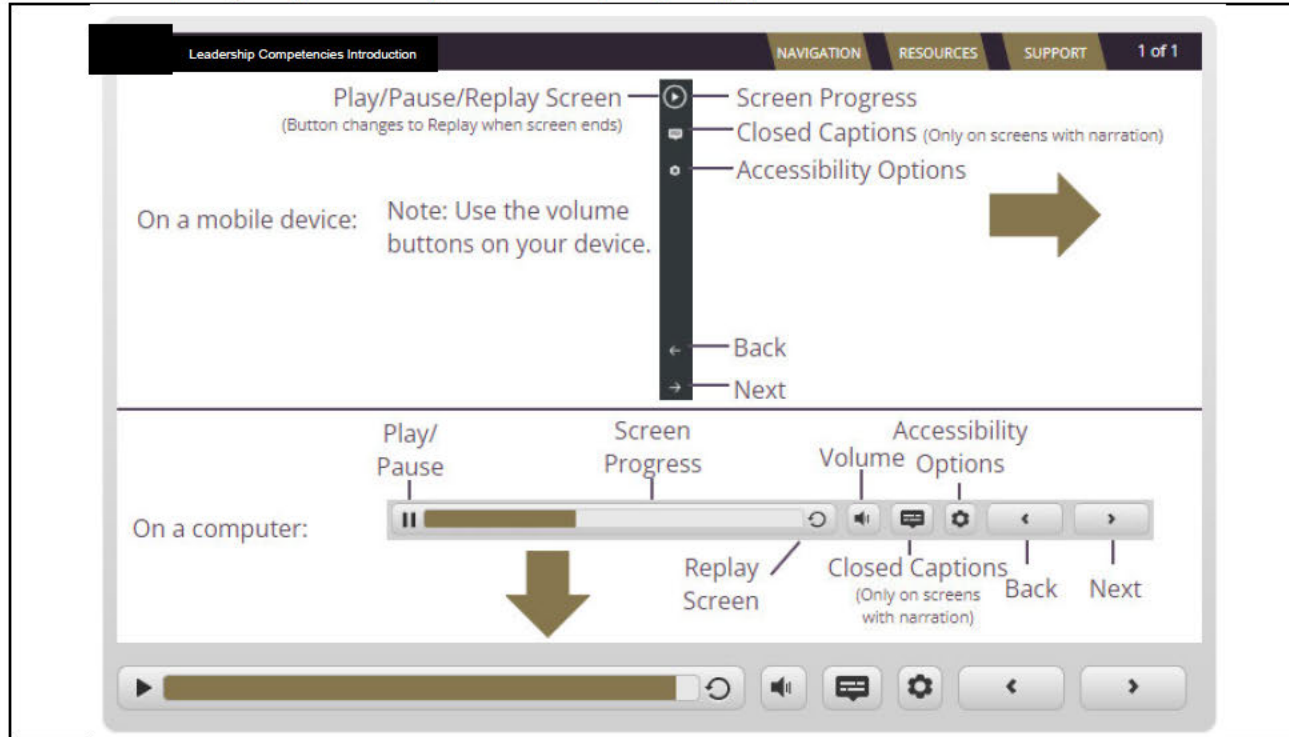
Begin button takes you to 3 layers for the Audio test:

1. Test Audio button with audio animation
2. Can you hear the music? Yes/No buttons
3. Can't hear layer: Continue button

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- Disable NEXT and PREV buttons

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

**Audio:**

- our\_core\_values\_300.mp3

**Images:**

- Scrubber bar Storyline.png
- SL\_latest\_mobile\_player\_bar.png
- Snip Diagonal Corner 6
- Snip Diagonal Corner 5
- Snip Diagonal Corner 1
- Snip Diagonal Corner 4
- mobile\_nav\_bar.png
- PREV\_ANT.png
- mobile\_nav\_bar.png (rotate)
- NEXT\_SIG.png
- Add arrows, lines, and text labels in Storyline

*Narration/Voiceover Script:*

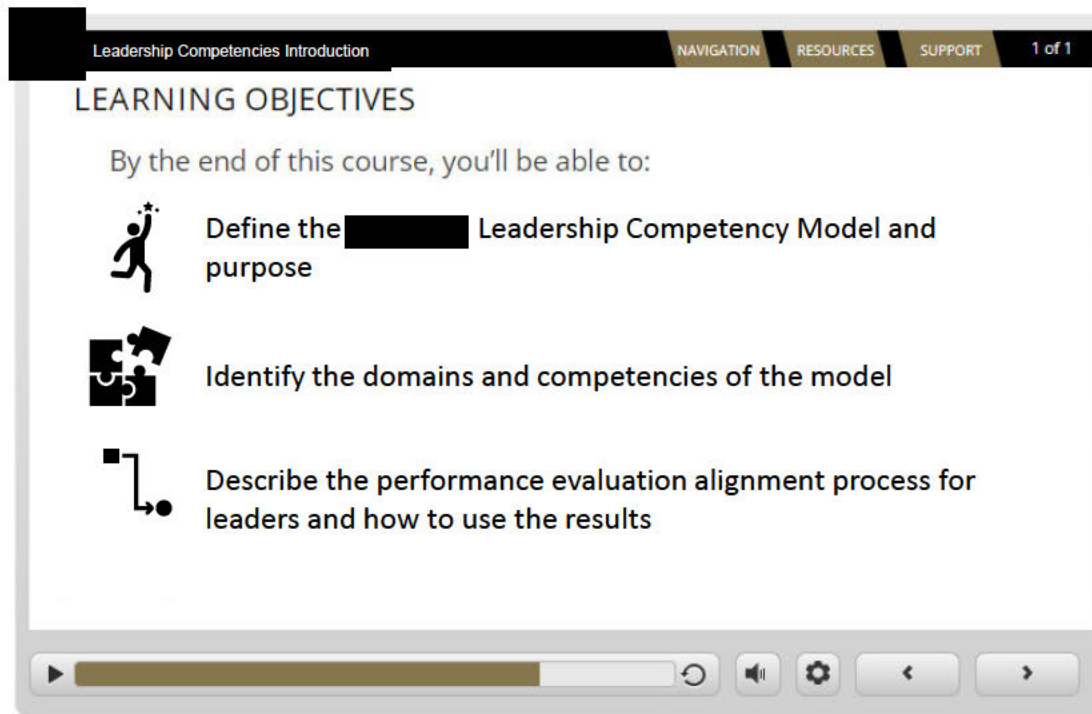
**[Pre-recorded Narration]** "To navigate the course, click here to go to the next screen. Click here to go back to the previous screen. Click the Navigation Menu to go to specific screens or exit the course. Click the Resources Menu to view any jobs aids or print outs that go with the course. Click the Support Menu to report a problem with the course, take a satisfaction survey, view the course information, or select a language. Click the close button in any of the menus to close them. There are a few other buttons you may find helpful such as closed captions and a play/pause button. On mobile devices, they're on the right. On computers, they're at the bottom of the screen. Click the NEXT button to continue."

*Navigation, Additional Notes:*

- Play animation automatically
- Disable NEXT and PREV buttons

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*

*Video/Audio File Names:*



3.mp3

*Narration/Voiceover Script:*

*Navigation, Additional Notes:*

By the end of this course, you'll be able to:

- Define the Leadership Competency Model and purpose
- Identify the domains and competencies of the model
- Describe the performance evaluation alignment process for leaders and how to use the results

- Play animation automatically to match voiceover audio

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

4.mp4

█████ Welcome to this leadership competency eLearning! I'm ██████ resort operations  
█████ at ██████

█████ I'm ██████ general manager at ██████ and we'll be your hosts in  
█████ introduction to the ██████ Leadership Competency Model.

█████ In this course, we will introduce you to the Leadership Competency Model, developed by the  
█████ Managers at ██████ Whether you're a new leader or have years of leadership  
experience, this model will help you evaluate and elevate your leadership skills. It will also help  
█████ support you better by designing leadership development programs that ensure  
you have the skills to drive success and growth for your team.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

5.mp4

*Narration/Voiceover Script:*

Effective leadership is the ability to inspire, support, and guide your team members toward achieving common goals. It involves making tough decisions, taking responsibility for your actions, and adapting to changing circumstances. This type of leadership is crucial because it helps increase productivity, build trust, and create a positive working environment. It is also to the success of Whether you're a manager, supervisor, or team leader, your ability to lead your team can make all the difference in achieving a positive and productive workplace.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

6.mp4

*Narration/Voiceover Script:*

█ Regardless of your experience as a leader, your leadership skills can be improved. With █ and practice, you can use the █ Leadership Competency Model as a pathway to successful leadership. It will help you identify your strengths and weaknesses as a leader, align your job performance with the expectations of your leader, and promote growth and development.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

1. What is the purpose of ██████████ Leadership Competency model? Select all that apply.
  - a) **To provide a pathway to successful leadership**
  - b) **To help pinpoint a leader's strengths and weaknesses**
  - c) **To aid leaders and their leader align expectations with current job performance**
  - d) **To promote growth and development within the leadership roles**
  - e) **To guide the selection of the next generation of leaders**



Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

**Audio Narration:**

- 8.mp3

**Images (combine into circle):**

- Asset 50.png
- Asset 48.png
- Asset 51.png
- 1 Asset 47.png

Narration/Voiceover Script:

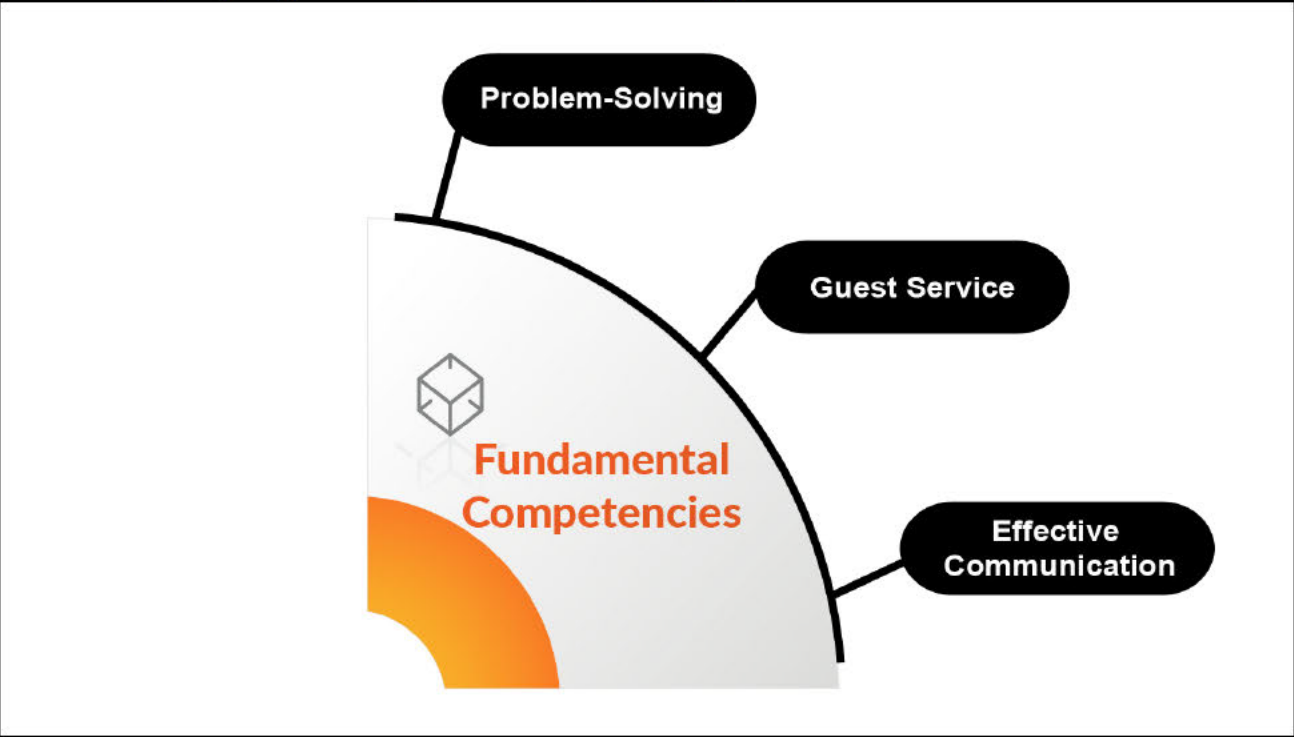
Leadership Competency Model consists of four domains, or categories of skills. These four categories are: Fundamentals, Leading Self, Leading People, and Leading Business.

Within each of these domains are competencies, which are the measurable and observable behaviors of a successful leader. Observable behaviors are actions that can be seen and measured in your job performance as a leader. Next, we will introduce and define each domain.

Navigation, Additional Notes:

- Animate in each domain as it is introduced in VO
- Play voiceover narration automatically at start of slide

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

- 9.mp3
- Asset 50.png

Narration/Voiceover Script:

██████ The Fundamentals domain contains foundational competencies, like Problem-solving, Guest Service, and Effective Communication. It focuses on critical skills such as communication, resolving issues, and delivering high-quality guest service.

Navigation, Additional Notes:

- Animate in each competency as it is introduced in VO
- Play voiceover narration automatically at start of slide

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

10.mp3

Asset 48.png

Narration/Voiceover Script:

■ The Leading Self domain involves understanding yourself and your own abilities. The competencies in this domain are Accountability and Continual Learning, emphasizing self-awareness, self-development, responsibility, and ownership of results.

Navigation, Additional Notes:

- Play voiceover narration automatically at start of slide
- Animate in each competency as it is introduced in VO

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

- 11.mp3
- Asset 51.png

Narration/Voiceover Script:

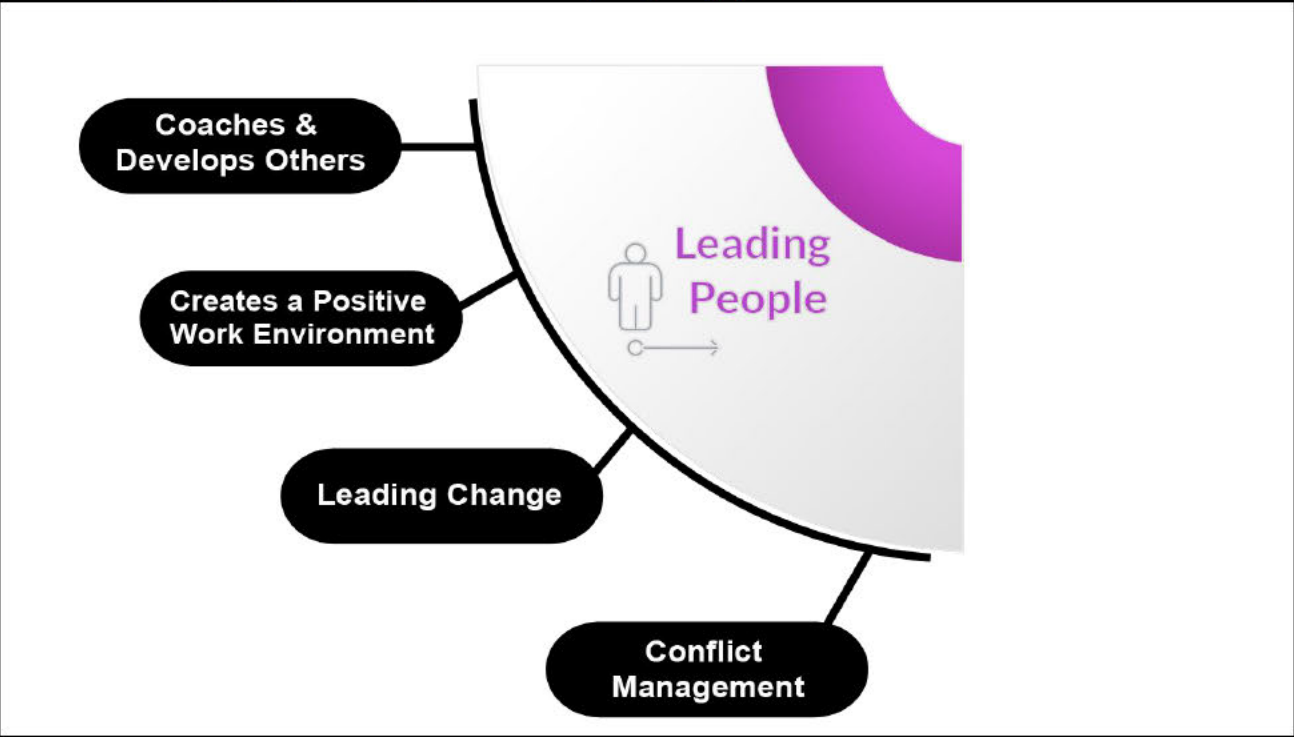
██████ The Leading Business domain includes Planning & Organizing, Financial Acumen, and Strategic Thinking competencies. This domain concentrates on your ability to meet organizational goals, guest expectations, financial responsibilities, and align tasks with ██████ goals.

Navigation, Additional Notes:

- Play voiceover narration automatically at start of slide
- Animate in each competency as it is introduced in VO

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:

Video/Audio File Names:



- 12.mp3
- 1 Asset 47.png

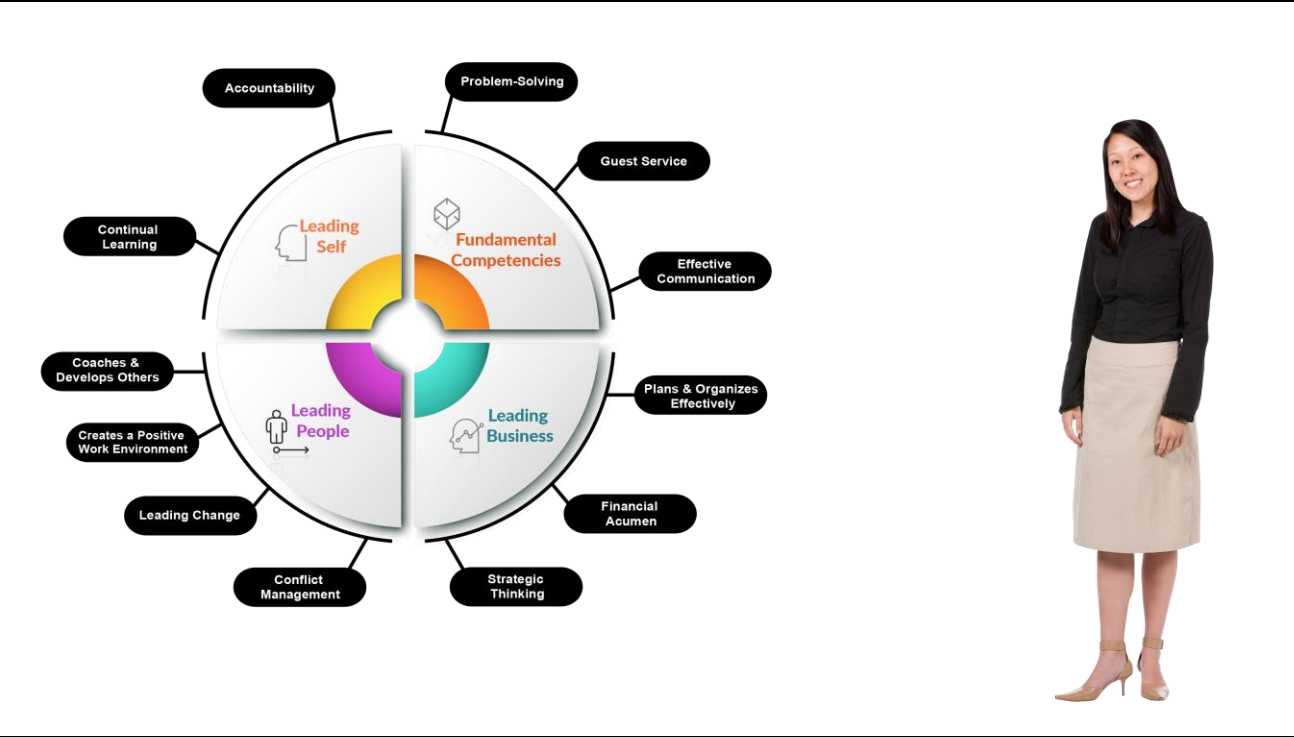
Narration/Voiceover Script:

Navigation, Additional Notes:

Leading People domain is the largest domain of the Leadership Competency Model. This domain involves the ability to lead your team to meet operational goals. Consisting of Coaching, Positive Work Environment, Leading Change, and Conflict Management competencies, this domain focuses on your ability to support and develop your team members through a positive work environment.

- Play voiceover narration automatically at start of slide
- Animate in each competency as it is introduced in VO

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

**Audio: Extract audio from video**

- 13.mp3

**Model Image:**

- Asset 56.png

**Video:**

- 13.mp4

Narration/Voiceover Script:

██████████ we put together all four of these domains, the ██████████ Leadership Competency Model defines the most important skills leaders need to succeed. This model has been carefully ██████████ by ██████████ general managers to ensure our leaders have these skills. We are committed to helping you master these competencies, to help you drive your team toward success and growth.

Navigation, Additional Notes:

- Play voiceover narration/video automatically at start of slide, in succession
- Animate in each competency as it is introduced in VO



1. Leadership competencies measure a leader's \_\_\_\_\_.

a) **Observable behaviors**

b) Future skills

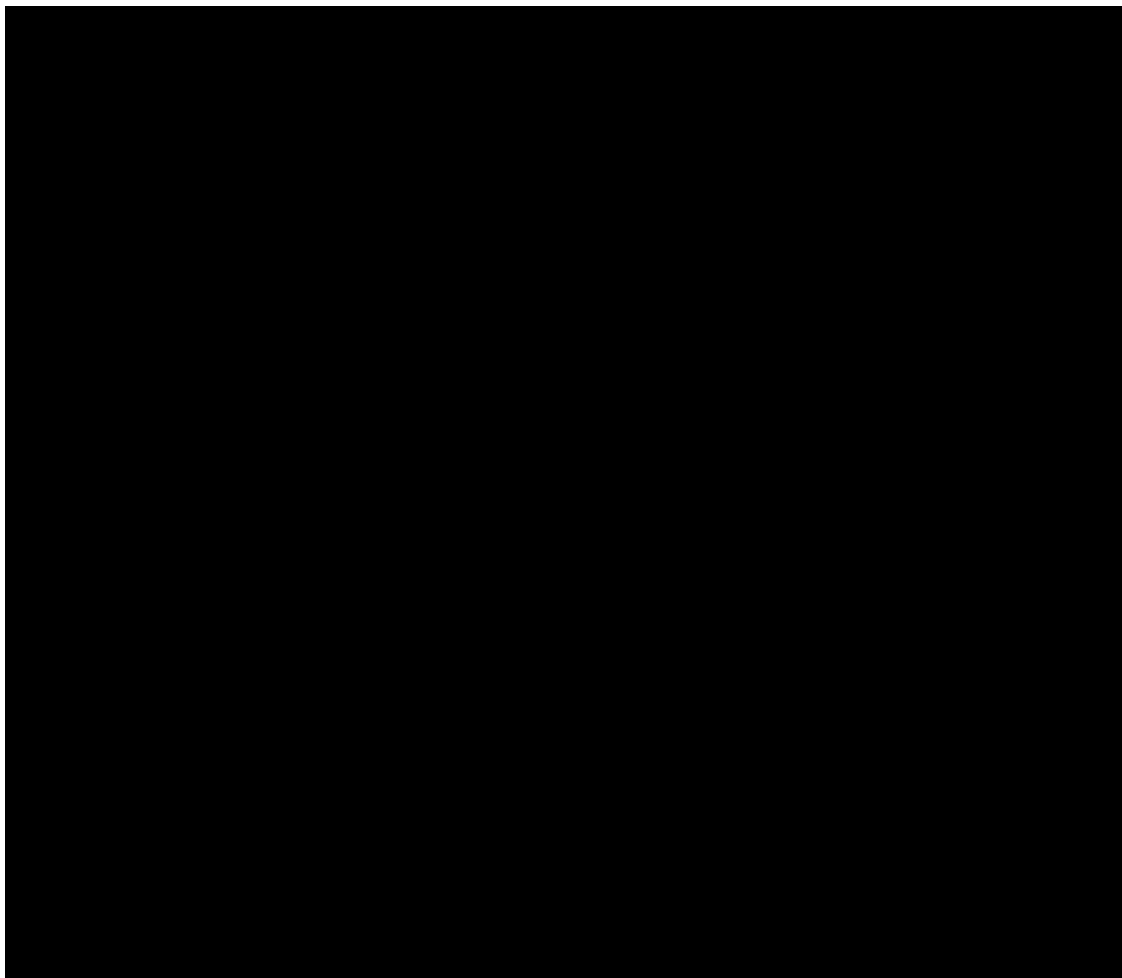
c) Current attitudes

d) Medallia ratings



1. What are observable behaviors?
  - a) **Actions that can be seen and measured**
  - b) Thoughts and feelings that are not spoken or expressed
  - c) Emotions, as interpreted by the observer
  - d) Thoughts, as interpreted by the observer

1. ■■■ Leadership Competencies are the knowledge, skills, and behaviors that represent/define \_\_\_\_\_.
  - a) **Effective/successful leadership**
  - b) Ineffective team members
  - c) Pathways for promotion
  - d) Poor job performance



*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

19.mp4

*Narration/Voiceover Script:*

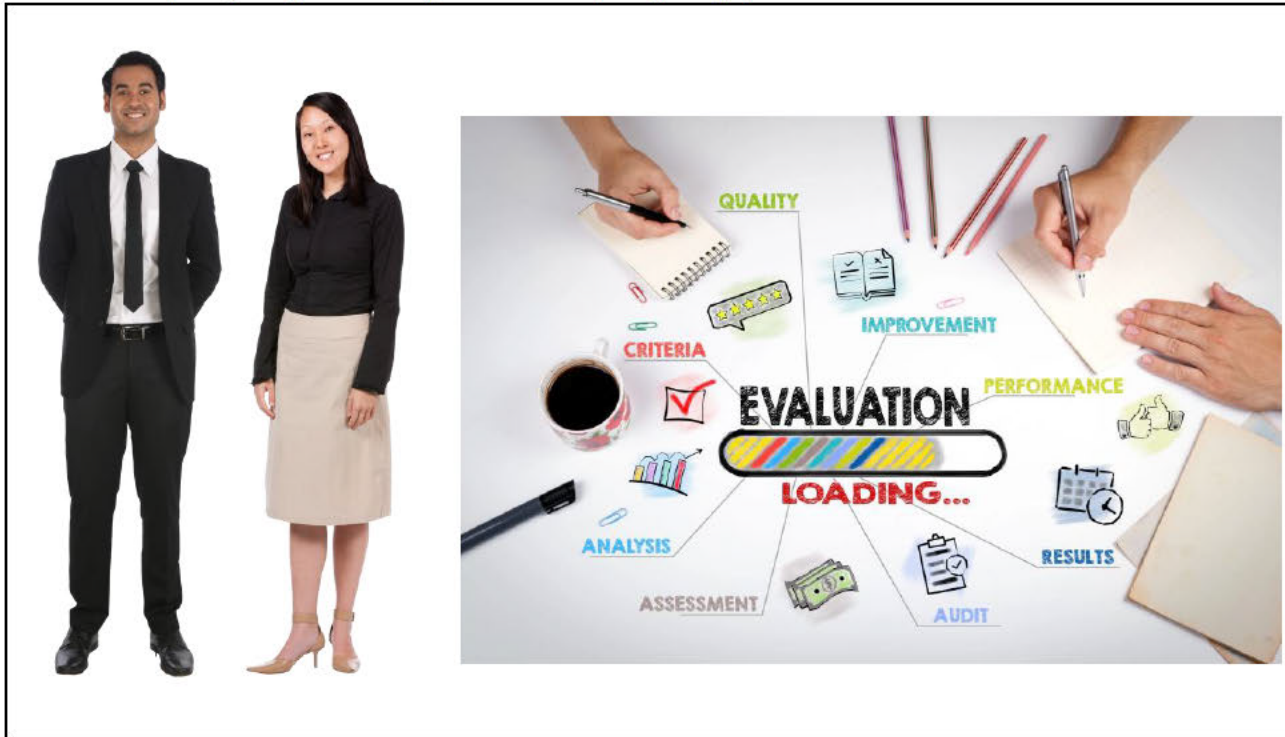
As you have seen, our leadership competency model is a powerful tool that can be used to enhance your leadership skills, inform development opportunities, and drive organizational success. Now we'll explore how the leadership competency model will be used in practice.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:

Video/Audio File Names:



- Extract audio from video to create MP3, if possible.
  - 20.mp3
- Use stock video and/or B-roll to create a video depiction of narrated content.
  - 20.mp4
  - Example image: evaluation.png

Narration/Voiceover Script:

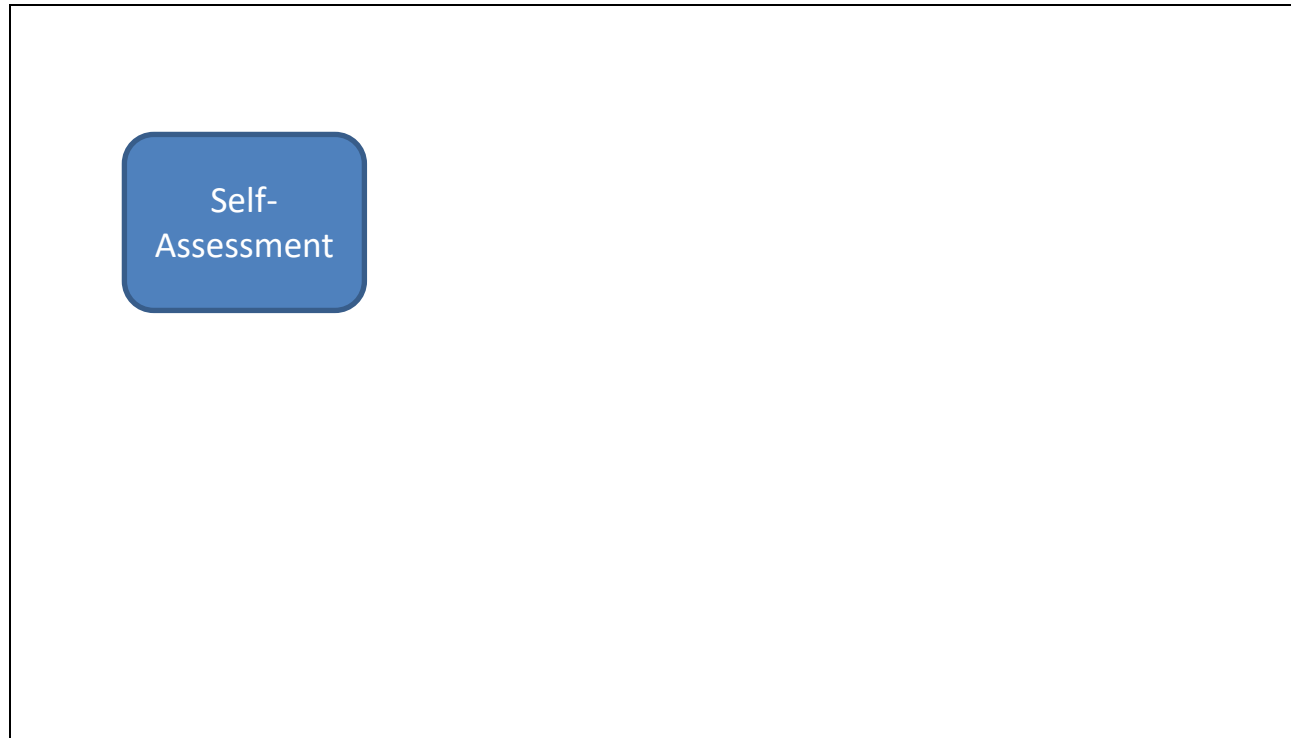
Navigation, Additional Notes:

█████ The leadership evaluation process will use the Competency Model to help you identify your ██████ and weaknesses as a leader. It will also inform a range of decisions for ██████ such as identifying areas for development and guiding promotions.

█████ The evaluation process will be conducted twice per year and will include a self-assessment, leader assessment, alignment meeting, and a future development plan. It will focus ██████ the skills and competencies provided through the ██████ Competency Model and will involve input from yourself and your leader.

- Play video automatically at start of slide

Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:



Video/Audio File Names:

21.mp3

Narration/Voiceover Script:

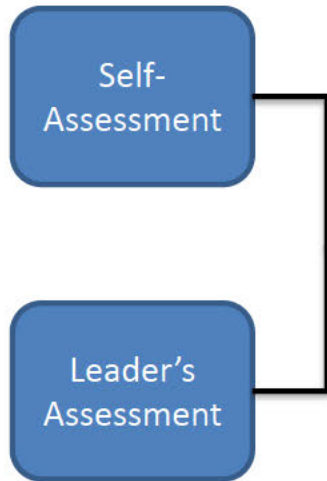
■■■■ The first step in this evaluation process is completing a self-assessment, which involves ■■■■ yourself against the ■■■■ Leadership competency model. Using a system similar to the ratings in our annual review process, this will help you understand your leadership strengths and weaknesses and provide a basis for identifying areas for development and improvement.

Navigation, Additional Notes:

- Animate in self-assessment activity
- Play VO narration automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*

*Video/Audio File Names:*



22.mp3

*Narration/Voiceover Script:*

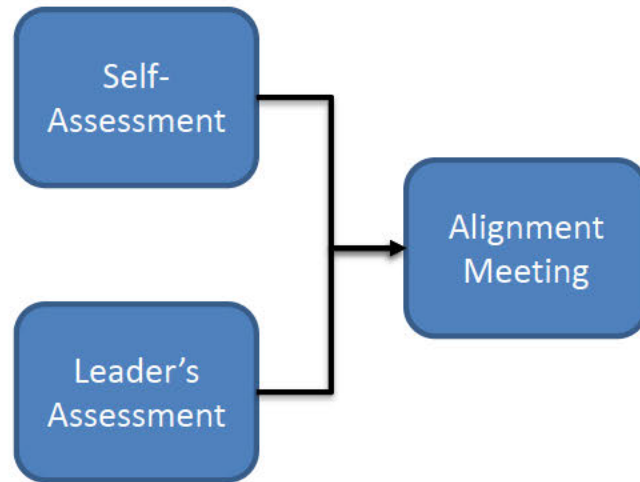
Next, your leader will complete an evaluation, rating your performance on the same competencies and behaviors. This evaluation will provide valuable information about how your leader perceives your leadership performance and will help identify any gaps or differences between your self-assessment and your leader's evaluation.

*Navigation, Additional Notes:*

- Animate in leader's assessment activity and bracket when cued in voiceover.
- Play VO narration automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*

*Video/Audio File Names:*



23.mp3

*Narration/Voiceover Script:*

After completing the individual evaluations, you will have an alignment meeting. This is where you meet with your leader to discuss and compare the ratings. This will help you understand your performance from your leader's view and provide you both with time to discuss expectations. This also provides an opportunity to clarify any misunderstandings and identify areas for growth and development.

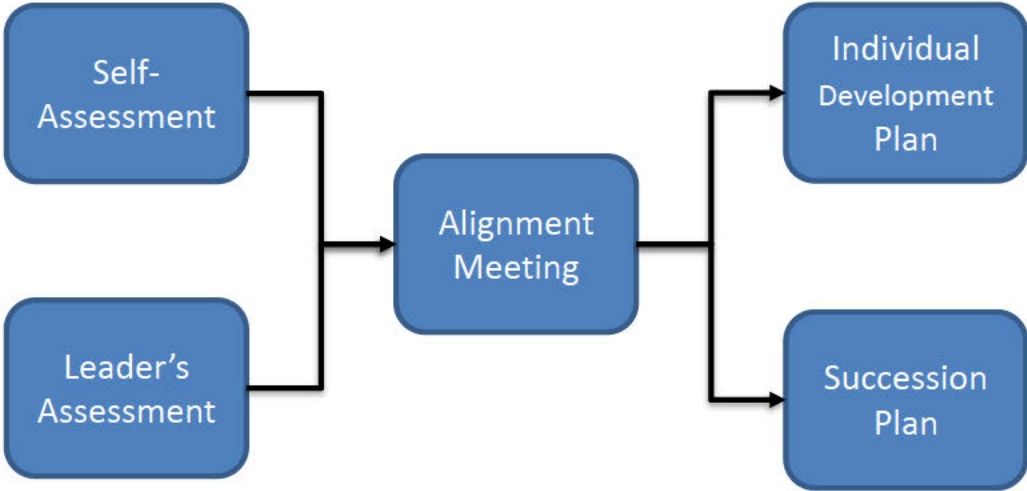
*Navigation, Additional Notes:*

- Animate in alignment meeting activity and arrow when cued in voiceover.
- Play VO narration automatically at start of slide



Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:

Video/Audio File Names:



24.mp3

Narration/Voiceover Script:

Based on the results of your alignment meeting, you will develop either an Individual Development Plan or Succession Plan to guide your future growth opportunities. These plans outline specific steps that you can take to enhance your leadership skills and identify potential paths for advancement within the organization.

Navigation, Additional Notes:

- Animate in individual development plan and succession plan activities and arrows when cued in voiceover.
- Play VO narration automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

27.mp4

*Narration/Voiceover Script:*

As you can see, the leadership evaluation process includes a self-assessment, an assessment from your leader, an alignment meeting to discuss job performance and expectations, and a plan for future development. It provides a way to assess individual leadership performance, identify areas for improvement, and guide future growth experiences. By leveraging this process, you will enhance your leadership skills, align your goals with the of and drive success.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

1. What is the purpose of the Performance Evaluation Alignment meeting?
  - a) To enable a leader and their leader to align expectations with job performance
  - b) To provide opportunity for the leader to criticize their direct report
  - c) To help the leader and their leader identify strengths and weaknesses
  - d) To provide extra meeting time to discuss business goals
  - e) **To enable a leader and their leader to align responses on the Leadership Rating Form and discuss and match job expectations**

1. ■ a leader at ■ how often will you complete a self-evaluation using the Leadership Rating form?
  - a) Annually (once per year)
  - b) Biannually (twice per year)**
  - c) Quarterly (four times per year, or every four months)
  - d) Bimonthly (once every two months, or every other month)

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

28.mp4

*Narration/Voiceover Script:*

■■■ ■■■ General Managers at ■■■ have carefully crafted this Leadership Competency Model and Evaluation process to help enhance your leadership skills and drive ■■■ and success for you and ■■■ We hope this tool enables you to take ■■■ steps to develop your leadership skills and advance your career at ■■■ for years to come.

*Navigation, Additional Notes:*

- Play video automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:*



*Video/Audio File Names:*

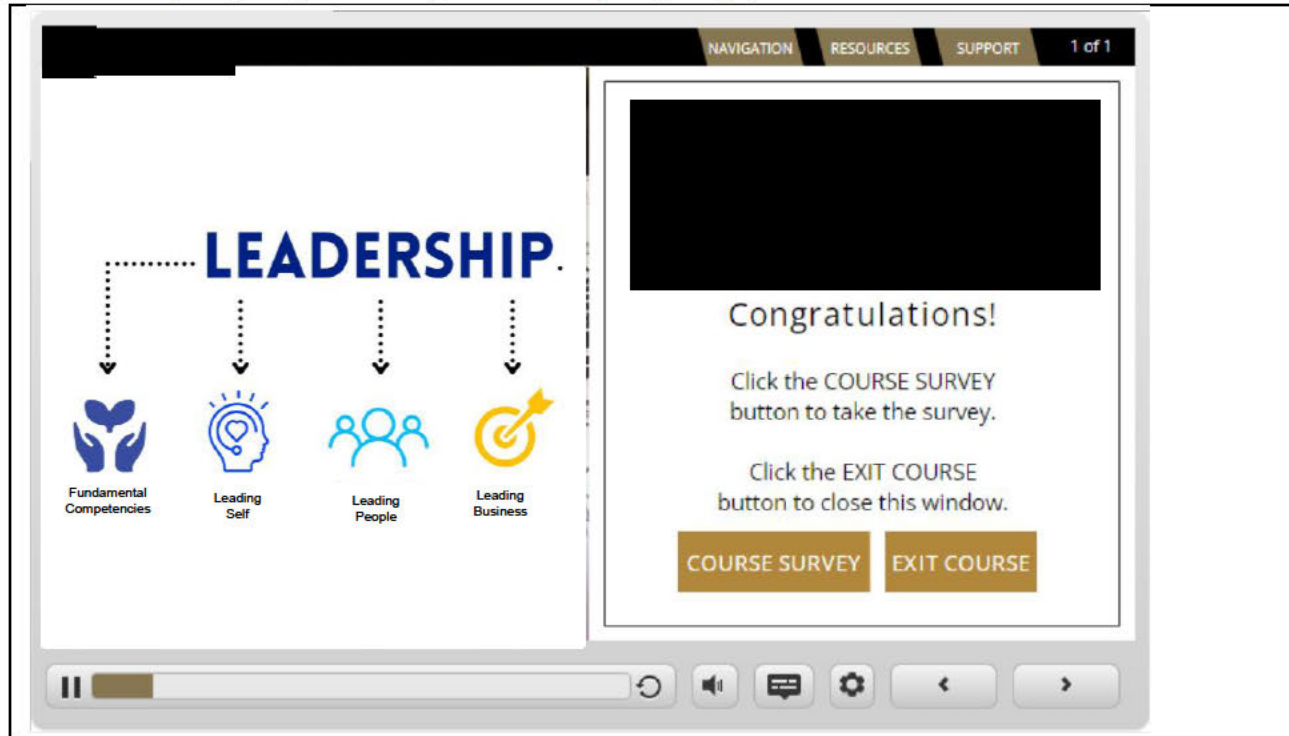
29.mp4

*Narration/Voiceover Script:*

■■■■■ In the next installment of this course, you will take a deep dive into each of the core leadership competencies. You will learn more about each competency and how to use them. We look forward to seeing you there!

*Navigation, Additional Notes:*

- Play video automatically at start of slide

*Onscreen Graphics/Text, Animation, Visual Description, Image, or Sketch:**Video/Audio File Names:*

Course\_conclusion\_with\_survey.mp3

Reuse image from title screen.

*Narration/Voiceover Script:*

**[Pre-recorded VO]** “Congratulations! And thank you for taking the course. If you have a few minutes to spare, please share your thoughts about this course by completing the course survey. Click the COURSE SURVEY button to take the survey. When you’re done, click the EXIT COURSE button to close this window.”

*Navigation, Additional Notes:*

1. Play audio narration automatically.
2. Set slide to: Complete course as Completed/Passed When the timeline starts on this slide.
3. COURSE SURVEY button links to [REDACTED]
4. EXIT COURSE links to Exit course
5. Disable NEXT button