

MGMT 671, Executive Leadership Spring 2017

The Wharton School
University of Pennsylvania

[Prof. Stew Friedman](#)

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[Total Leadership Online \(TLO\)](#) | [Canvas](#)

Tuesdays, 3:00 to 6:00 **in Huntsman F70**

It's a new era for leadership in business. Emerging economic, social, and cultural pressures demand that business leaders, at all levels in an organization, find better ways to align their leadership vision, core values, and everyday actions to produce needed, valued results at work as well as at home, in the community, and for the self.

Most approaches to learning business leadership focus on performance and results. In this course the focus is on growing your capacity as a leader in all aspects of your life. We start with you, the developing leader, as a whole person. The challenge is to use leadership skills to improve performance in all domains of life — traditionally seen as conflicting — which can, with a shift in mindset about the meaning of work and the development of new skills, become allies in producing results that matter most.

Now more than ever leadership is not just about work, it's about life. Success in the new world of business requires us to see leadership and life as pieces of the same puzzle. Total Leadership is a proven method for integrating work, home, community, and self — and improving performance in all these parts — by the powerful combination of increased authenticity (being real), integrity (being whole), and creativity (being innovative).

The primary goal is for you to learn more about what it takes to be an effective leader — no matter what your position or role in an organization — and to make real progress towards becoming one. In this course you have the opportunity to learn the principles of Total Leadership, how to apply them to your own leadership challenges, and how to teach others to do the same. You are the “live case.” This involves learning about yourself and creating change in your world. This requires serious and deep introspection; intensive dialogues about what really matters, performance expectations, and how things get done with key stakeholders in all domains; and creative action intended to produce better results at work, at home, and in the community and for yourself.

You work closely and interdependently with your classmates to create an interactive community in which you learn and are enriched by their experiences. The instructor facilitates discussion and students are expected to come prepared to highlight what from the readings is most useful and important. We use a variety of methods to support learning by doing; peer coaching, readings, class dialogues, interaction with alumni, and extensive written exercises and assignments to prepare for and reflect on your actions.

Total Leadership Principles

The course is built around the three principles described below, and it is designed to bring them to life in a way that is customized to the needs and interests of each student.

Be Real

Act with authenticity by clarifying what's important

Leaders define and articulate a vision that embraces the diverse values and lifestyles of all employees. Their everyday actions fit with not only their personal values but also with the core values of the business. Through continual observation and reflection, they know their priorities, their strengths and weaknesses. They strive to increase commitment to shared goals through genuine dialogue with key stakeholders (that is, the people who matter most), telling their own story to the people about whom they care most, in all life domains. And they hold themselves and others accountable for pursuing valued goals.

Be Whole

Act with integrity by recognizing and respecting the whole person

Leaders take responsibility for respecting the value of all aspects of their lives; at work, at home, in the community, and in themselves (their health, spiritual growth, and leisure). They align the interests of different stakeholders in gaining support for collective goals as well as set, maintain, and respect the boundaries that enable value to be created at work and in other aspects of their lives. They invest in social capital to nurture networks and partnerships that provide the support needed for achieving results that matter.

Be Innovative

Act with creativity by experimenting with how things get done

Leaders continually re-think the means by which goals are achieved in ways that force a results-driven focus and provide maximum flexibility with choice in how, when, and where things get done. They have the courage and openness to experiment with new work methods and new media for communication to better meet performance expectations. They reduce reliance on traditional methods, such as face time and co-location of resources, while using them more wisely to build trust when needed and, at the same time, taking advantage of the flexibility and control afforded by new media.

Course Plan



Begin

- Overview course goals and set performance expectations.
- Understand Total Leadership principles and method.



Be Real: Clarify What's Important and Take the Four-Way View

- Explore being real – acting with authenticity by clarifying what's important.
- Articulate your personal leadership vision – your legacy – and your values.
- Take the four-way view – work, home, community, and self (mind, body, spirit).



Be Whole: Respect the Whole Person and Talk to Your Stakeholders

- Explore being whole – acting with integrity by respecting the most important people.
- Identify key stakeholders in all parts of life and mutual performance expectations.
- Understand the purpose of stakeholder dialogues, prepare for and conduct them.
- Realize the value of creating trusting relationships and learn how to build them.
- Explore how to use various media to build relationships and achieve results.
- Discover how to enhance integrity by making the parts fit together better as a whole.



Be Innovative: Design Experiments and Bring Others Along with You

- Explore being innovative – acting with creativity by experimenting.
- Design experiments to produce four-way wins and upgrade them based on feedback.
- Understand risks of and barriers to change and how to overcome them.
- Understand social capital and the reciprocity principle.
- Build commitment to and support for your vision and plans for change.
- Consider the changing roles of men and women in business and society.
- Learn about policies and practices for producing greater freedom and performance.



Reflect and Grow

- Learn more about leadership by studying great leaders' lives.
- Understand the value of storytelling for leadership.
- Review course goals, results, peer feedback, and lessons learned.
- Generate ideas for sustaining your growth as a leader.

About Total Leadership Exercises

Purposes

The initial exercises are designed to help you understand the Total Leadership model and how to use your experiments to learn about achieving four-way wins; to take meaningful steps towards becoming a better leader, having a richer life. Each of the exercises gives you a different perspective on how the principles apply to you. The exercises in the first two parts of the book provide a disciplined approach to building a systems view of the domains in your life. Your experiments, in the third part, create opportunities for you to practice the skills associated with being innovative.

Everyone has their own comfort level about how much they wish to disclose about the various domains of their lives. There is no intent to intrude into your privacy (please see p. 7). If the exercises feel intrusive, please discuss your concerns with Prof. Friedman.

These exercises are to be completed in sequence because they are organized using a systematic approach and set of principles. As you learn more, it is expected that you will want to review and refine your responses to the exercises. It is useful to take your time and to be thoughtful about your responses on the initial exercises because they influence your subsequent dialogues with stakeholders and actions in your experiments. Again, it is expected that, by the end of your experiments, you will learn more about achieving both greater compatibility among the domains and greater satisfaction of stakeholder expectations. Your initial assessments will look different than they did at the start, indicating personal growth and lessons learned about creating change.

Measurement

The assessments track performance, satisfaction, and alignment at the beginning and at the end of our course. This allows for an examination of three kinds of changes that result from experiments. The standard assessments (done by all) are described below and detailed in the book and elsewhere. You will also design your own customized metrics to monitor actions and assess results of your experiments.

Performance

The standard performance assessments focus on:

- *My Total Leadership Skills* (an 18-item survey). For each of the main principles of Total Leadership – Be Real, Be Whole, Be Innovative – there are six items.
- *My Life as a Leader*. Nine items, one for each of the Total Leadership principles.
- How well you meet performance expectations of your key stakeholders. You assess stakeholder performance in exercises in the Be Whole part and then again at the end, thus comparing before and after your dialogues and experiments.

Satisfaction and Well-Being

You assess your satisfaction and well-being in each of the four domains and your life as a whole, at the start and end of our course.

Alignment

Alignment refers to how well the four different domains of your life complement and enhance one another, rather than compete with one another; how compatible they are. The two standard assessments of alignment are the Four-Way Attention Chart and the Four Circles. Both are completed in the first part of our course and again at the end.

About Peer Coaching

Read Appendix A before getting started on your participation in our coaching network as both peer coach and client. Follow the guidelines there and below when doing your peer coaching. Peer-to-peer feedback is a critically important aspect of our course. There are many opportunities for giving and receiving both written (optional) and verbal (required) coaching throughout our course. Your performance as a coach will have a substantial impact on the value of our course. Constructive feedback should not be thought of as “having all the right answers.” Instead, provoke your client to examine the issues further by providing encouragement and by asking the right questions of his or her work. To ensure that you do this, ask *yourself* these questions:

- What points have been left unanswered?
- Where does he/she need to be more specific?
- What is another approach for tackling the issue?

Students are sometimes unsure how much is too much or too little when it comes to commenting on a classmate’s work. There are no hard and fast rules for the amount of feedback you should provide. However, keep in mind that your clients are here because they want to learn. The more you engage actively as a coach in provoking further thought, the better. Act with compassion, suspend judgement, and don’t hold back!

As part of each of the peer coaching exchanges, you provide feedback to each of your coaches to let them know what they did well and how they might be more helpful in providing written and verbal coaching. The purpose of this feedback is to improve the quality and impact of both the written and verbal coaching in each successive round, and beyond our course.

Administration

Readings

Friedman's *Total Leadership: Be a Better Leader, Have a Richer Life* (Harvard Business Press) and *Baby Bust: New Choices for Men and Women in Work and Family* are the core readings. Other readings will be made available, and new ones may be added, depending on student interest. For certain assignments, you will need to acquire additional readings or materials. *You are expected to complete all assigned readings on time and be ready to apply them in class and in exercises on TLO.* Follow up with Prof. Friedman about anything we don't cover in class that is of interest to you.

Grading

Your course grade is determined by your performance on:

Contribution to Community:	40%
Exercises on TLO / Canvas:	60%

Contribution to Community

Contribution grade is based on quantity and quality of what you bring to our community. Attendance is required for all classes. Unexcused absences result in deductions from your contribution score. Excused absences (defined by [Wharton policy](#)) should be reported via email to Prof. Friedman prior to class. More than two unexcused absences is grounds for dismissal from the course. For a session you must miss, to help you stay on track it's recommended that you interview a few classmates about that session and then send a note, within three days of the session, to Prof. Friedman about the essential content.

Positive contribution involves being (a) fully prepared to accurately discuss relevant course material, (b) curious, and (c) respectful and compassionate in interactions with others. Please be on time, in fairness to your classmates. Class sessions are technology-free, unless otherwise indicated by Prof. Friedman for special purposes: During class, digital devices are not to be used. If you need to use one urgently, please leave the room and return when you are available to be present. We will take one short break during our three-hour class. When we split into small groups, which we will do frequently, please do not use this as an opportunity to leave the room, check messages, etc. This is disruptive to your classmates.

Each class includes either a (a) check-in to provide Prof. Friedman with information about your grasp of the readings and their meaning for you or (b) written assignment designed to bring new material from all class members to the session (there are three of these, in blue font on p. 9 below). Bring paper and a writing instrument to class to complete the check-ins, which will be given at the start of class (so they also serve as a means for taking attendance). You will hear back from Prof. Friedman if and only if your check-in or assignment either does not meet expectations *or* exceeds expectations; most students meet expectations.

Contribution is not limited to the classroom, for there is opportunity to participate online and otherwise. Provide links and participate online on Canvas or via other social media. Take whatever initiatives you can to advance our course goals.

Exercises on TLO

The system for evaluation and feedback on the exercises is designed to provide a simple process for tracking your progress. You will get a note from either Prof. Friedman or Michelle (our TA) via TLO on each set of exercises. **This note will appear as a comment on the last exercise in each set of exercises.** For the sake of fairness, a grade reduction will be applied to late exercises, starting at due date and time.

Prof. Friedman's [*Notes on TL Exercises*](#) is a file with general comments the exercises. Please read these comments as you're writing each set of exercises, or just afterwards, when you get feedback. If you would like more specific feedback on your exercises, let us know and we will be happy to provide it.

If your exercises do not meet expectations, it's usually a matter of incompleteness, insufficient information, or lack of understanding of key principles. Most students meet expectations on all assignments, which means posting on time, demonstrating grasp of key concepts, and presenting information and ideas coherently and cogently. If you don't, or if you exceed expectations, we will let you know. To exceed expectations is to demonstrate exceptional understanding and application of key principles and to address all issues very comprehensively. Assignments are weighted (1x, 2x, 3x, and 6x) to indicate roughly the differences in expected effort (see Schedule, below).

Either Prof. Friedman or our TA will evaluate your exercises, and two other students will provide feedback on them. You are both coach and client for two others and you are strongly encouraged to comment on others' exercises too.

To pass the course you must complete all exercises and assignments.

Privacy and Confidentiality

You have control over who sees the content you produce for our course through the use of the privacy settings on our community Web site. In addition, the Wharton Code of Ethics addresses the issue of how to manage information available to you as a student:

The Wharton student is expected to respect the materials, data, and property of other members of the Wharton community...The student will not misuse or misappropriate the materials, data, or other property of another, especially through, but not limited to...Divulging or distributing proprietary or confidentially provided information obtained for class assignments...

Responsibility for Participation and Progress – Grounds for Dismissal

The role of the instructor is to provide the structured set of activities for undertaking TL exercises and to cultivate a learning community in which students grapple with relevant ideas and experiences in a systematic manner. For you to gain the benefits this course is designed to produce, you must participate actively in advancing course goals.

Because you work closely with others in our class, missed deadlines or absences from sessions create problems for your progress and the progress of others. If you are going to miss a session, or if you think you might miss an exercise or assignment deadline, notify Prof. Friedman, our TA, and your coaching team *prior to the deadline* to make other arrangements. For fairness' sake, credit will be deducted for any lateness.

We know there might be extenuating circumstances that make it difficult to complete required actions on time and to attend class. However, because each student's work affects others, our policy is that a student can be dismissed from the course if he or she:

- Persistently fails either to maintain timely progress on exercises or to attend sessions on time and for the full length.
- Misses a deadline for an exercise or written assignment without prior notice.
- Misses more than two classes for any reason.

Schedule for All Exercises on TLO and Assignments on Canvas

Exercises are posted on TLO – beta.totalleadership.org – and are in **green** on the list below. Exercise numbers correspond to the numbering system on TLO. Sets of exercises are weighted (Wt. = 1x, 2x, 3x, or 6x) to indicate roughly differences among them in expected effort. Reflections on coaching exchanges are in **orange** on the list below and are to be posted on [Canvas](#), as are the three assignments in blue.

Please be specific and comprehensive when answering questions and completing exercises and assignments. The more you are able to detail your thoughts on the exercises, the more you will get from them and the better positioned others will be to give you useful feedback. Exercises will be discussed in our class sessions. In addition, reading and commenting on others’ exercises, beyond those assigned to you in your coaching team, is strongly encouraged. This leads to an open environment for our learning community. The more you contribute to others, the more you learn.

There are eight assignments to be posted on TLO (in **green**) and seven on [Canvas](#) (an MSWord doc, which should be in Times New Roman 12-point, double-spaced, and two slide decks, in PowerPoint or other program), in **orange** and blue.

Assignments in **green** and **orange** and **are due 11:00 PM on date assigned**; those in blue **are due class time on the date assigned**.



Due	TLO Ex. #	Wt.	Description
Jan 15	01-03	2x	Begin and Be Real: Goals, Critical Episodes, Hero
Jan 22	04-06	2x	Be Real: Vision, Values, Four-Way View
Jan 25		1x	Reflections on Coaching: Begin and Be Real Exercises
Jan 29	07-12	3x	Be Whole: Stakeholder Analysis
Feb 1		1x	Reflections on Coaching: Stakeholder Analysis
Feb 14			Digital Detox (MSWord doc on Canvas, by class)
Feb 19	13	3x	Be Whole: Stakeholder Dialogues
Feb 22		1x	Reflections on Coaching: Stakeholder Dialogues
Feb 26	14-15	3x	Be Innovative: Designs for Experiments
Mar 1		1x	Reflections on Coaching: Experiments
Mar 17	16-17	2x	Serve <i>Their</i> Interests
Mar 20	18-19	2x	Network Analysis / Help Fest!
Apr 4			Progressive Practices (Slides on Canvas, by class)
Apr 11			Leadership Biography (Slides on Canvas, by class)
Apr 23	20-23	6x	Reflect and Grow: Progress Report
Apr 26		1x	Reflections on Coaching: Progress Report

Class Schedule

There are 14 three-hour class sessions. The goals for each session are listed below, and in boxes are the required readings, check-ins, exercises on TLO, and assignments on Canvas due to be done either before or after the session.



Jan 17 **Goals / Values**
Understand our course goals and performance expectations. Ensure grasp of the Total Leadership approach. Explore being real – acting with authenticity by clarifying what’s important. Tell the story of how your values have been shaped by your experience.

Read	TL Preface, Chapters 1, 2, 3, Appendix A and Course Syllabus
Jan 15	Exs. 01-03, Begin and Be Real (2x)
Check-in	TL Chapter 1 and Syllabus

Jan 24 **Leadership Vision / Four-Way View**
Articulate your personal leadership vision – your legacy – and your values and respond to your classmates’ visions. Take the four-way view – work, home, community, and self (mind, body, spirit) – and explore what this perspective means for your future.



Jan 22	Exs. 04-06, Be Real (2x)
Read	Your clients’ Exs. 01-06
Check-in	TL Chapters 2 and 3 and your clients’ Exs. 01-06
Jan 25	Reflections on Coaching: Begin and Be Real

Jan 31 **Stakeholder Analysis / Prep for Dialogues**
Explore being whole – acting with integrity by respecting your most important people. Identify key stakeholders in all parts of life and mutual performance expectations. Understand the purpose of stakeholder dialogues and prepare for them.

Read	TL Chapters 4 and 5 and your clients’ Exs. 07-12
Jan 29	Exs. 07-12, Be Whole: Stakeholder Analysis (3x)
Check-in	TL Chapter 4 / The Name Game
Feb 1	Reflections on Coaching: Stakeholder Analysis

Feb 7 **Stakeholder Dialogues / Alumni Perspectives**
Gain insight about best practices in conducting stakeholder dialogues. Learn how to gain value from our course by hearing from Wharton alumni who took it.

Check-in	TL Chapter 5 and two of your completed stakeholder dialogues
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Feb 14 **Trust / Attention**
Realize the value of creating trusting relationships and learn how to build them. Explore how to use various media to build relationships and achieve results. See what you learn about paying attention when you intentionally shut down digital devices.

Feb 14	<u>Digital Detox</u> : Carve out a six-hour period during your waking life when you will not use any digital device at all. Observe what happens – to you, your awareness of your surroundings, and your relationships. Compose your observations and insights in 1-2 double-spaced pages (bring a copy) and prepare to present your findings and lessons learned to our class.
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Feb 21 **Insights from Dialogues / Ideas for Experiments**
Review insights gained from stakeholder dialogues. Articulate lessons learned about how to enhance integrity by making the parts fit together better as a whole. Generate initial ideas for experiments designed to produce four-way wins.

Feb 19	Ex. 13, Stakeholder Dialogues (3x)
Read	Your clients' Ex. 13
Check-in	Observations about your clients' stakeholder dialogues
Feb 22	Reflections on Coaching: Dialogues



Feb 28

Experiments

Explore being innovative – acting with creativity by experimenting. Understand the theory of small wins and how to apply it. Design experiments to produce four-way wins and upgrade them based on coaching and feedback. Practice non-directive coaching skills.

Read	TL Chapter 6 and your clients’ Exs. 14-15
Feb 26	Exs. 14-15, Designs for Experiments (3x)
Check-in	TL Chapter 6
Mar 1	Reflections on Coaching: Experiments

Mar 14

Bringing Others Along with You

Revisit course goals and plan for how to pursue them. Understand political barriers to change and how to overcome them by aligning interests and helping others win. Learn more about managing risk when leading change.

Read	TL Chapter 7
Check-in	TL Chapter 7 (on political action)

Mar 21

Supportive Networks

Understand social capital and the reciprocity principle. Demonstrate reciprocity in action via Help Fest. Build commitment to and support for your vision and plans for change.

Mar 17	Exs. 16-17, Serve Their Interests (2x)
Mar 20	Exs. 18-19, Network Analysis (2x)
Read	Your clients’ Exs. 16-19
Check-in	TL Chapter 7 (on networks)

Mar 28

Update on Experiments / New Choices for Men and Women

Examine and gain insight on challenges and opportunities in your pursuit of four-way wins. Explore the changing roles of men and women in business and society and the implications of the revolution in gender roles, family structure, and career paths.

Read	<i>Baby Bust: New Choices for Men and Women in Work and Family</i>
Check-in	Update on experiments and <i>Baby Bust</i>

Apr 4**Progressive Practices in Organizations**

Learn about what organizations are doing now to create new policies and practices intended to produce greater freedom and improve performance.

Apr 4

Progressive Practices in Organizations: Research what any company or organization is doing to invest in their employees' freedom to be real, whole, and innovative. **Post company name on this sheet.** Do not repeat any company already listed.

Describe and analyze a policy or practice and its impact on the organization and its people; specifically, their ability to achieve harmony among life's domains. Conclude with observations about how your analysis shapes your thinking about companies of which you will be a part. Create a slide deck of 5-7 slides and include text in Notes to supplement each slide. Post on Canvas and bring 10 color copies to share as you lead a 10-minute presentation (half for Q&A) designed to teach a lesson about this policy or practice, including implications for you and other business leaders.

**Apr 11****Inspiring Lives**

Learn from the lives of great leaders how they have developed the mindset and the skills for being real, being whole, and being innovative on their paths to success.

Apr 11

Leadership Biography: Learn from the life of a leader you admire by writing a brief biography and identifying the lessons of this person's life that are meaningful to you. Share these insights with classmates. Gather and read available materials on a leader — at any level of organization or society and in any aspect of human endeavor — about whom you would like to learn more *and* whom you think demonstrates principles in our course. **Post this person's name on this sheet.** Do not repeat a name already listed.

Focus on how this person's achievement in work came not despite other commitments in life but, rather, because of them. Include:

1. Major accomplishments and very brief biographical sketch.
2. What s/he did to integrate different parts of life for mutual gain.
3. How you intend to apply lessons learned from this exemplar.

Prepare a ten-minute presentation (half for Q&A) for class. Create a slide deck of 5-7 slides and include text in Notes to supplement each slide. Include cover with subject's name, title, and your name. Use visual aids to bring the story to life. Post on Canvas. Bring 10 color copies. [See examples here.](#)

Apr 18

Storytelling / Prep for Progress Reports

Understand the value of storytelling for leadership and improve your ability to tell a good leadership story. With input from your peer coaches, prepare for how to compose your Progress Report so you can make the most of it.

Read	TL Chapter 8 and two Progress Reports by previous students.
Check-in	TL Chapter 8 and Progress Reports by previous students.

Apr 25

Reflect and Grow

Review course goals, results, peer feedback, and lessons learned. Generate ideas for sustaining your growth as a leader and for cultivating our learning community in the years ahead.

Apr 23	Exs. 20-23, Reflect and Grow: Progress Report (6x)
Read	Your clients' Exs. 20-23.
Check-in	Observations about your clients' Progress Reports
Apr 26	Reflections on Coaching: Progress Report