



Effective Leadership Development®

This 10-session program, designed for managers and supervisors, will develop participants’ motivation and delegation skills, fine-tune time management skills, and teach how to better exercise authority effectively, handle and prevent people problems, and develop employees’ potential.

Program consists of a kick-off session, a goals workshop, and the following eight sessions:

<p>1 -Successful Leaders are Made – Not Born</p> <ul style="list-style-type: none"> • Building on the Base of Success • The Slight Edge • The Purpose of Leadership Development • The Definition of Success 	<p>2 – Improving Results Through Better Time Management</p> <ul style="list-style-type: none"> • The Value of Time • Managing Your Time • Managing the Time of Others • Maximizing Time Use • The Benefits of Time Management
<p>3- Exercising Authority Effectively</p> <ul style="list-style-type: none"> • The Source of Authority • A Positive Approach to Discipline • Planning, Preparing, & Preventing • Accountability • Taking Corrective Action • “Tell Me About It” Coaching Process • Handling More Serious Problems 	<p>4 – The Art of Delegation</p> <ul style="list-style-type: none"> • What is Effective Delegation • Attitudes for Delegation • Levels of Delegation • Feedback on Performance • Upward Delegation
<p>5 – Effective Communication is a Leadership Essential</p> <ul style="list-style-type: none"> • Communication Really is a “Two-Way Street” • What Motivates People • Attitudes for Improving Communication Skills • Upward & Downward Communication • Overcoming Communication Barriers • Setting Communication Goals 	<p>6 – Motivating People to Produce</p> <ul style="list-style-type: none"> • Understanding Motivation • Traditional Methods of Motivation • Attitude Motivation • Using the Power of Informal Groups • Developing a Motivation Plan
<p>7 – Preventing & Solving Problems</p> <ul style="list-style-type: none"> • Opportunity in Every Difficulty • An Ounce of Prevention • Attitudes for Problem Prevention • Defining the Problem • Separating Organizational & Personal Problems • Productive Handling of Problems with People • Dealing with Irrational Behavior 	<p>8 – Developing People’s Potential</p> <ul style="list-style-type: none"> • Key to Increased Productivity • Training & Developing the Right People • The Benefits of Training and Developing People • Principles of Learning • Development & Training Process • Your Attitude Toward Training & Development • The Manager & The Bottom Line



Developing Leaders and Organizations to Their Full Potential!