

## **Effective Leadership Development**

- ▶ **Learn the skills to make you an effective manager**
- ▶ **Learn the art of delegation and people development**
- ▶ **Learn to handle people problems and make better decisions**
- ▶ **Learn how to solve problems and motivate people**
- ▶ **Learn to improve time management and organizational skills**

*Each Lesson including the Kickoff Meeting contains subject content, application and action exercises, Case Studies, and Plans of Action that Participants can use immediately in their workplace. The program also uses a variety of videos and self-evaluations relative to each subject matter presented in each lesson.*

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| <p><b>Lesson One: Successful Managers are Made –Not Born</b></p> <ul style="list-style-type: none"> <li>▪ Building on the Base of Success</li> <li>▪ The Slight Edge</li> <li>▪ The Purpose of Leadership Development</li> <li>▪ The Definition of Success</li> </ul>  | <p><b>Lesson Five: Effective Communication Is A Leadership Essential</b></p> <ul style="list-style-type: none"> <li>▪ Communication is a “Two Way Street”</li> <li>▪ Understanding Yourself</li> <li>▪ The True Value of Downward Communication</li> <li>▪ Upward Communication is a WinWin</li> <li>▪ Overcoming Barriers</li> <li>▪ The Rewards of Successful Communication</li> </ul>   |
| <p><b>Lesson Two: Improving Results Though Time Management</b></p> <ul style="list-style-type: none"> <li>▪ The Value of Your Time</li> <li>▪ Managing Your Time and the Time of Others</li> <li>▪ Maximizing Time Use</li> <li>▪ The Benefits of Time Management</li> </ul>   | <p><b>Lesson Six: Motivating People to Produce</b></p> <ul style="list-style-type: none"> <li>▪ Understanding Motivation</li> <li>▪ Traditional Methods of Motivation</li> <li>▪ Attitude Motivation</li> <li>▪ Using the Power of Informal Groups</li> <li>▪ Developing a Motivation Plan</li> </ul>  |
| <p><b>Lesson Three: Exercising Authority Effectively</b></p> <ul style="list-style-type: none"> <li>▪ The Source of Authority</li> <li>▪ A Positive Approach to Discipline</li> <li>▪ Planning, Preparing and Preventing</li> <li>▪ Accountability</li> <li>▪ Taking Corrective Action</li> <li>▪ “Tell Me About it” Coaching Process</li> <li>▪ Handling More Serious Problems</li> </ul> | <p><b>Lesson Seven: Preventing and Solving Problems</b></p> <ul style="list-style-type: none"> <li>▪ Opportunity in Every Difficulty</li> <li>▪ An ounce of Prevention</li> <li>▪ Attitudes for Problem Prevention</li> <li>▪ Defining the Problem</li> <li>▪ Separating Organizational and Personal Problems</li> <li>▪ Productive Handling of Problems involving People</li> <li>▪ Dealing with Irrational Behavior</li> </ul>                 |
| <p><b>Lesson Four: The Art of Delegation</b></p> <ul style="list-style-type: none"> <li>▪ What is Effective Delegation?</li> <li>▪ Attitudes for Delegation</li> <li>▪ Levels of Delegation</li> <li>▪ Feedback on Performance</li> <li>▪ Upward Delegation</li> </ul>   | <p><b>Lesson Eight: Developing People’s Potential</b></p> <ul style="list-style-type: none"> <li>▪ The Key to Increased Productivity</li> <li>▪ Training and Developing the Right People</li> <li>▪ The Benefits of Training and Developing People</li> <li>▪ Training Principles</li> <li>▪ The Development and Training Process</li> <li>▪ Your Attitude Toward Training and Development</li> <li>▪ The Manager and the Bottom Line</li> </ul> |