



EFFECTIVE LEADERSHIP DEVELOPMENT™

Developing the Leadership Within Your Organization

- ⤴ Learn the art of delegation and how to exercise authority effectively
- ⤴ Get more done through time management
- ⤴ Handle and prevent problems with people
- ⤴ Train, motivate and develop people to a higher level of productivity

<p><i>ONE: Introduction to Concepts</i></p> <ul style="list-style-type: none"> ⤴ Concepts of Success, Motivation and Attitude Change ⤴ Organizational Climate Survey ⤴ Individual Self-Image Profiles ⤴ Success as Related to Past Conditioning ⤴ Attitude and Habits – The Effective Motivators ⤴ Multi-Sensory Learning ⤴ Spaced Repetition ⤴ The Power of Goal Setting 	<p><i>TWO: Goal Setting</i></p> <ul style="list-style-type: none"> ⤴ Validation of ROI ⤴ Developing Personal Related Goal Planning Sheets ⤴ Developing Business Job Related Goal Planning Sheets ⤴ Fine Tuning Goal Tracking Systems ⤴ Integration of My-Tyme Planner with Goal Planning Sheets ⤴ Profile Evaluation Awareness and Integration into Goal Planning Sheets
<p><i>THREE: Successful Leaders are Made – Not Born</i></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><i>FOUR: Improving Results Through Better Time Management</i></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><i>FIVE: Exercising Authority Effectively</i></p> <ul style="list-style-type: none"> ⤴ The Source of Authority ⤴ A Positive Approach to Discipline ⤴ Planning, Preparing and Preventing ⤴ Accountability ⤴ Taking Corrective Action ⤴ “Tell Me About It” Coaching Process ⤴ Handling More Serious Problems 	<p><i>SIX: The Art of Delegation</i></p> <ul style="list-style-type: none"> ⤴ What is Effective Delegation? ⤴ Attitudes for Delegation ⤴ Levels of Delegation ⤴ Feedback on Performance ⤴ Upward Delegation
<p><i>SEVEN: Effective Communication is a Leadership Essential</i></p> <ul style="list-style-type: none"> ⤴ Communication Really is a “Two-Way Street” ⤴ Communicators Are Made Not Born ⤴ Understanding Yourself ⤴ What Motivates People ⤴ Attitudes for Improving Communication Skills ⤴ The True Value of Downward Communication ⤴ Upward Communication Is a Win-Win 	<p><i>EIGHT: Motivating People to Produce</i></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><i>NINE: Preventing and Solving Problems</i></p> <ul style="list-style-type: none"> ⤴ Opportunity in Every Difficulty ⤴ An Ounce of Prevention ⤴ Attitudes for Problem Prevention ⤴ Defining the Problem ⤴ Separating Organizational and Personal Problems ⤴ Productive Handling of Problems Involving People ⤴ Dealing with Irrational Behaviour 	<p><i>TEN: Developing People’s Potential</i></p> <ul style="list-style-type: none"> ⤴ The Key to Increased Productivity ⤴ Training and Developing the Right People ⤴ The Benefits of Training and Developing People ⤴ Principles of Learning ⤴ The Development and Training Process ⤴ Your Attitude Toward Training and Development ⤴ The Manager and the Bottom Line