



The Unique LMI Process

LMI delivers a process that not only provides skill and competency development but changes the attitudes and behaviours of the participant.

To ensure that measurable results and a Return On Investment are achieved:

- ✓ Specific workplace goals for learning and performance improvement are established in consulting between the Participant and Company Management, refined in 2 up-front sessions
- ✓ Support from the LMI Facilitator guides the Participant's "on the job" application of the learning
- ✓ Complete resource materials allow multi-sensory learning
- ✓ Eight interactive sessions are facilitated in convenient bi-weekly workshops
- ✓ Participants present key results and a summary of course accomplishments at a special Graduation Meeting. Certificates are awarded

Session One:

Introduction to Concepts

Concepts of Success, Motivation & Attitude Changes
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

Session Two:

Goal Setting

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

Session Three:

Communicating for Results

Communication – The Essential Human Connection
Rewards of Successful Communication
Communication Skills Can Be Learned
Attitudes for Improving Communication Skills
The Three Cs of Communication
Setting Communication Goals

Session Four:

The Psychology of Communication

Understanding Yourself
What Motivates People
Basic Styles of Behaviour and Communication
The Authentic Communicator

Session Five:

Understanding – The Key to Effective Communication

The Two-Way Process of Communication
Levels of Communication
Barriers to Listening
Involving the Other Person in Communication
Attitudes for Effective Listening
Interpreting Nonverbal Communication
Intentional Versus Unintentional Body Language
Reading Body Language
Overcoming Communication Barriers

Session Six:

Communicating by the Written Word

The Widespread Use of Writing to Communicate
Preparing to Write
The Visual Connection
Vital Postscripts

Session Seven:

Problem Solving Through Communication

Problem Prevention
Choosing a Constructive Approach to Handling Challenges
Communication as a Coaching Tool
The Emotional Factor

Session Eight:

Building Successful Relationships Through Communication

The Benefits of Good Communication
Meetings – A Golden Opportunity for Effective Communication
Planning for a Meeting
Choosing the Appropriate Purpose and Format
Strategies for More Productive Meetings
Preparing and Delivering a Presentation
Experiencing the Human Connection

This program will help you improve your communication skills, overcome communication barriers, understand styles of behaviour and various ways of communication and solve problems through communication. You will learn the art of active listening and communicating in groups – from planning to presenting.

OTHER LMI DEVELOPMENT TOPICS

Productivity ■ Teamwork ■ Sales ■ Leadership ■ Supervision ■ Strategic Management