



# EFFECTIVE LEADERSHIP DEVELOPMENT®

*Developing the Leadership Within Your Organization*

## 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
- ✓ Ten 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:

#### ***Successful Leaders are Made – Not Born***

Building on the Base of Success  
The Slight Edge®  
The Purpose of Leadership Development  
The Definition of Success

### Session Four:

#### ***Improving Results Through Better Time Management***

The Value of Time  
Managing Your Time  
Managing the Time of Others  
Maximizing Time Use  
The Benefits of Time Management

### Session Five:

#### ***Exercising Authority Effectively***

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

### Session Six:

#### ***The Art of Delegation***

What is Effective Delegation?  
Attitudes for Delegation  
Levels of Delegation  
Feedback on Performance  
Upward Delegation

### Session Seven:

#### ***Effective Communication is a Leadership Essential***

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

### Session Eight:

#### ***Motivating People to Produce***

Understanding Motivation  
Traditional Methods of Motivation  
Attitude Motivation  
Using the Power of Informal Groups  
Developing a Motivation Plan

### Session Nine:

#### ***Preventing and Solving Problems***

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

### Session Ten:

#### ***Developing People's Potential***

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

This program will help you get more done through time management and handle and prevent problems with people. You will understand how to train, motivate and develop people to a higher level of production, and learn the art of delegation and how to exercise authority effectively.

## OTHER LMI DEVELOPMENT TOPICS

Productivity ■ Teamwork ■ Sales ■ Communication ■ Supervision ■ Strategic Management

[www.lmicanada.ca](http://www.lmicanada.ca)

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