
EFFECTIVE LEADERSHIP DEVELOPMENT®



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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

ONE: Successful Leaders are Made - Not Born

Building on the Base of Success

The Slight Edge®

The Purpose of Leadership Development

The Definition of Success

FIVE: 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

TWO: 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

SIX: Motivating People to Produce

Understanding Motivation

Traditional Methods of Motivation

Attitude Motivation

Using the Power of Informal Groups

Developing a Motivation Plan

THREE: 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

SEVEN: 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 Behavior

FOUR: The Art of Delegation

What is Effective Delegation?

Attitudes for Delegation

Levels of Delegation

Feedback on Performance

Upward Delegation

EIGHT: 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