



# Leadership: Becoming Management Material

## Select Your Learning Style

**Facilitator-led** 3 Day Program (Classroom)

**OR**

**eLearning format** (Self-paced)

**Please refer to Pricing Page for cost per participant**

This training is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done.

### What Will Participants Learn?

- ✓ Define your role as a manager and identify how that role differs from other roles you have had.
- ✓ Understand the management challenge and the new functions of management.
- ✓ Discover how you can prepare for and embrace the forces of change.
- ✓ Identify ways to get you and your workspace organized and get a jump on the next crisis.
- ✓ Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager.
- ✓ Enhance your ability to communicate with others in meetings and through presentations.
- ✓ Create an action plan for managing your career success.

### What Topics are Covered?

- ✓ Learning organizations
- ✓ Peter Senge's learning disciplines
- ✓ What leadership is and is not (including servant leadership)
- ✓ Kouzes and Posner's five leadership practices
- ✓ Core skills like communication, body language, delegation, meetings, and time management
- ✓ Understanding the trust cycle and building trust
- ✓ Managing change
- ✓ SWOT analysis and problem solving
- ✓ Giving effective, constructive feedback
- ✓ Building good relationships

### What's Included in Your Learning Style?

- ✓ Self-paced eLearning OR
- ✓ Interactive class environment – Facilitator-Led
- ✓ Specialized course materials and resources
- ✓ Personalized certificate of completion

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