

# Exceeding Your Own Expectations-Becoming Management Material

This *three-day* workshop 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.

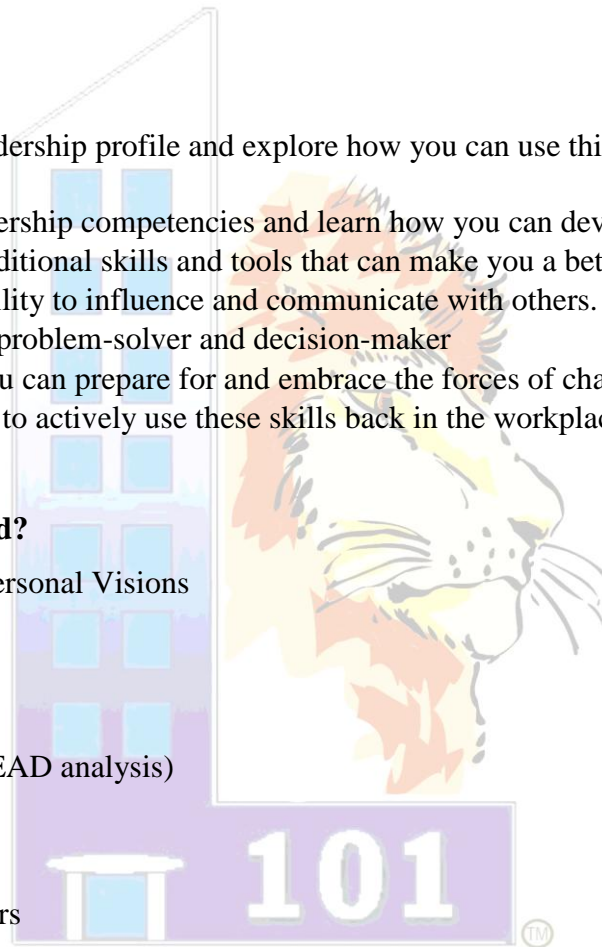
At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization.

## Workshop Benefits:

- Identify your leadership profile and explore how you can use this knowledge to create your own future
- Assess your leadership competencies and learn how you can develop your strengths
- Identify those additional skills and tools that can make you a better leader
- Develop your ability to influence and communicate with others.
- Become a better problem-solver and decision-maker
- Discover how you can prepare for and embrace the forces of change
- Create a strategy to actively use these skills back in the workplace

## What Will Be Discussed?

- ✓ Personal Mastery/Personal Visions
- ✓ Mental Models
- ✓ Shared Vision
- ✓ Team Learning
- ✓ Systems Thinking
- ✓ Leadership (with LEAD analysis)
- ✓ Trust
- ✓ Change
- ✓ Time Management
- ✓ Managers vs. Leaders
- ✓ Types of Thinking
- ✓ Ethics 101
- ✓ Influence Strategies
- ✓ Relationships (including tips on dealing with conflict)
- ✓ Problem Solving
- ✓ Strategic Planning (SWOT Analysis)
- ✓ Delegation
- ✓ Criteria for Useful Feedback
- ✓ Body Language
- ✓ Meetings



# Exceeding Your Own Expectations-Becoming Management Material

- Preparing for Meetings
- Managing Meetings
- Presentation Tips
- ✓ Skillful Speaking
- ✓ Personal Development

