

ADVANCED SCHOOL FOR MANAGERS

OFFERED IN HALF DAYS, FULL DAYS, OR OVERTIME

Effective managing is an ongoing process, and the best managers recognize that training is necessary in order to utilize the innovations in management that are constantly being made. We would like to invite you to test and apply yourself at the next level of professional development: The Advanced School For Managers -- designed especially for managers who have attended other programs like our School For Managers who would like to move beyond their present skill level.

This intensive training program picks up where other sessions stop, and takes advantage of the newest developments in leadership and management training. It combines our learn-by-doing techniques with special diagnostic tools, self-evaluation, in-class exercises and immediate feedback.

It offers heavy emphasis on the team process. Participants will work in teams and will be challenged to apply what they have and will learn in this session to build the "model" organization. Additionally, videos, role playing and group discussions will be utilized to maintain a fast pace and informationally rich program.

Benefits

- Increase your ability to influence others while you develop an executive style that can be adapted to each person and situation
- Foster a culture that promotes trust, integrity and commitment for higher performance
- Create teams, departments and organizations that perform efficiently

What You Will Learn

- How to develop an executive leadership style that gets results
- Different methods to increase your ability to influence people
- Ways to develop a team environment that works

Who Should Attend

- Experienced managers, supervisors and executives, or anyone in a leadership position.

Effectively Using Communication To Influence and Ensure Cooperation

- Strategies to enhance listening through understanding non-verbal signals
- Leadership & communication differences
- Identifying your personality type & learning to effectively use your positive traits
- Identifying & maximizing the positive traits of your employees
- Taking your lead from your employees

Understanding Your Supervision Techniques and Successfully Handing off Projects

- Improving performance through empowerment & effective delegation
- Understanding the three values of effective coaches: people, productivity, & profitability
- Managing commitment & "ownership" to get results through collaboration
- Projecting self-confidence without being aggressive

Conducting an Effective Performance Review with Confidence

- Identifying the goals & benefits of an effective performance management system
- Understanding the benefits of goal-oriented, two-way performance appraisal meetings
- Defining communication behaviors that result in effective, motivating performance appraisal meetings
- Outlining & creating an action plan to further develop your performance review skills

- Understanding a performance management system and its components

Offering Constructive Feedback

- Providing feedback with greater employee commitment
- Adjusting conversations to stay on track & ensure success
- Developing support to practice your approach & enhance your skills
- Developing your feedback skills

Resolving Situations Before Conflict is a Problem

- Resolving 60% of internal conflicts
- Dealing proactively with conflict
- Assessing your individual preferences & approaches in working with conflict
- Learning the five primary methods for reaching successful resolution
- Modifying your approach to negotiate positive outcomes
- Describing situations to others & applying your skills by utilizing all approaches

Time/Self Management

- Evaluating, reorganizing, & better managing time advantageously
- Managing multiple tasks, while organizing to accomplish your primary goals/objectives
- Measuring your effectiveness & identifying time wasters like never before
- Identifying the best pay-off activities & what to delegate

