

MANAGEMENT AND TEAM BUILDING

SUCCESSFUL TEAM LEADERSHIP

- The role of a leader and your ability lead

PREPARATION FOR TEAM LEADERSHIP

- Finding self-motivation and balance
- Authority vs Power
- Choices leaders make

UNDERSTANDING AND AFFIRMING YOUR “SELF”

- Self-awareness and building success attitudes
- Self-awareness and enriching communication style

GOAL SETTING FOR SUCCESS

- A goal setting process and why goals are important
- Four types of goals
- Effective use of a goal planning sheet

TURNING SOLUTIONS INTO ACTIONS

- The Importance of Action Steps
- Managing procrastination, worry, and frustration
- Courage and effective management

ORGANIZATIONAL GOAL SETTING

- Delegation and the power of setting organizational goals
- Criteria for Setting Organizational Goals

MANAGING YOUR TIME

- Time management concepts and challenges
- Planning with a Purpose
- Designing a System that Works

MOTIVATION AND CONFIDENCE

- Types of Motivation and flaws of traditional incentive systems
- The Power of Attitude Motivation
- Developing confidence as a leader

BUILDING A SUCCESSFUL TEAM

- Developing a team's competency and trust
- Mastering delegation and reporting to the boss

CREATING AND MANAGING PERFORMANCE

- Better training and techniques for building and sustaining performance
- Continuous feedback and the importance of positive reinforcement

EMPLOYEE EVALUATION AND DISCIPLINE

- Measuring and evaluating performance to give constructive feedback
- How to administer discipline and take corrective action

DECISION MAKING AND PROBLEM SOLVING

- How habits and attitude influence decisions
- The Elements of the Decision Making Process

FOLLOW UP

- Students get three 30-minute coaching sessions and quarterly follow up for three quarters