

EFFECTIVE MANAGEMENT DEVELOPMENT



Our Philosophy

“Leaders are agents of positive change. They understand that change is a process and not an event. A leader's passion is to grow everything and everyone around them to achieve a greater and enriched potential.”



MANAGE YOUR TEAM TO SUCCESS!

Achieving Goals Through People

Effective Management Development® - Every organization needs good management. Dynamic managers excel in people skills and the ability to create a motivational environment. Effective managers make good decisions at the right time and confidently take action.

LMI's Effective Management Development program will help managers:

- Assume leadership responsibility
- Manage by written goals
- Get results through time management

- Empower other people
- Balance authority and power productively
- Develop a written and specific Plan of Action for success
- Learn enhanced communication skills
- Motivate others beyond money
- Deal with constant change and stress
- Develop effective decision-making skills
- Commit to excellence and team achievement

Leadership Excellence, Ltd. is the premier training, development and coaching organization for 21st century leaders. We effectively build individuals and organizations to reach their highest leadership potential.

Leadership Excellence, Ltd. is proudly partnered with Leadership Management International (LMI). We have the proven development tools and processes for positive and lasting change.

For more information on other courses and services we offer, visit LeadershipExcellenceNow.com or contact:

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EFFECTIVE MANAGEMENT DEVELOPMENT

10 Week Course Outline

Course 1: Becoming an Effective Manager

- What is a Manager?
- Building on the Base of Success for Continuous Improvement
- Mission Statements and Your Management Success
- Skills and Qualities of an Effective Manager
- Assuming Leadership Responsibility
- Benefits of Developing Management Expertise

Course 3: Getting Results Through Time Management

- Gaining the Winning Edge
- Maximizing Your Time
- Managing the Priorities of Others
- Developing Organizational Skills
- Advantages of Time Management

Course 5: Empowering Other People

- Creating a Motivational Climate
- Keys to Increasing Productivity
- Managing for Quality
- Principles of Effective Training
- Resolving People Problems
- People - The Wellspring of Productivity

Course 7: Improving Communication Skills

- Communication - The Human Connection
Plan Your Message
- Communicating Verbally
- Listening for the Total Message
- Written Communication
- The Power of Persuasion

Course 9: Developing a Dynamic Decision-Making Strategy

- Maximizing Results Through Effective Decision-Making
- Profile of a Creative Problem Solver
- Taking Calculated Risks
- Goals: Essentials for Success

Course 2: Achieving Success Through Goal Setting

- The Force of Goal Setting
- Committing Yourself to Your Dreams
- Written Plans
- The Power of Priorities
- Making Workable Plans
- Managing by Goals
- Integrating Personal and Business Goals

Course 4: Maximizing Personal Productivity

- The Relationship Between Self-Image and Success
- Affirming Your Success
- The Benefits of Understanding Yourself and Others
- Behavior is Caused
- Getting Rid of Negative Attitudes
- Motivation Through Recognition
- Choosing Courage!

Course 6: Balancing Authority and Power Productively

- Sources of Authority and Power
- Activating Your Resources
- Developing a Team by Sharing Power
- A Positive Approach to Discipline
- A Value-Centered Approach to Management

Course 8: Coping Constructively with Change and Stress

- Viewing Change as Opportunity for Learning and Advancement
- Making Stress Work for You
- Determining Priorities
- Preventing Burnout
- Staying Informed
- Keeping Your Perspective

Course 10: Commitment to the Management Challenge

- The Power of Effective Management
- Attracting and Keeping People Committed to Excellence
- Tactics for Avoiding Common Management Traps
- Enjoying the Rewards of Effective Management Development
- Planning a Dynamic Future