



**2/3 of all managers and supervisors don't know what they are doing, because they are in the position because they have been there a long time or they do their job well. They don't have leadership and people skills.**

## What you will learn in the workshop:

- **Actions that build authority and credibility**
- **Common management missteps**
- **How to increase personal productivity**
- **How to effectively prioritize**
- **How to Plan**
- **The key to managing projects**

# Leading with Excellence

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- **How to motivate employees**
- **How to build a solid team**
- **How to effectively delegate**
- **They keys to empowering employees**
- **How to be a better communicator and listener**
- **The keys to resolving employee conflict**
- **How to coach and mentor employees**
- **How to be a better problem solver and decision maker.**

**Leading with Excellence**

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**Contact Us Today To Schedule  
Your On-Site Training!**

**Dave@DaveOakesSeminars.com**

**843-290-2453**