

Leading With Excellence



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What you will learn in 6 hours

The Qualities Of A Great Leaders

27 top qualities of a Great Boss according to employees

Complete a leader proficiency profile for strengths and weaknesses

10 Actions you can take to establish authority and boost credibility

Top 7 management missteps

Time Management

Understand the myths of time management

Learn about Must Do's, Should Do's and "Nice To Do's"

Learn how to understand and strategize work flow

Five steps to effectively prioritize

Learn about the prioritizing thought process

6 steps to plan an effective day/week

Learn 3 keys to project management

Interpersonal Skills

Understand personality styles

Learn how to effectively motivate employees

Learn the seven elements of a strong team

11 Keys needed to build trust at all levels

5 tips to be a better delegator

Learn how to empower employees

Be A Good Communicator

Understand the power of words, tone and body language

How to be an “active listener”

Learn how to manage the different generations

Learn what causes conflict and how to manage it

Learn the 6 step conflict resolution model

Learn about the coach/mentor model

Learn the difference between counseling, coaching and disciplining

Learn how to be an powerful decision maker