



Developing your Leadership Skills - One-Day Seminar

Program Number: PMGNON / PDUs: 6

1.0 Introduction

- Seminar member introduction and overview of course material.

2.0 Leadership

- Leadership vs. management
- Positional leadership
- Levels of leadership
- Experiential leadership
- Developing self discipline
- Attitude adjustment

Group exercise on leadership

3.0 Keys to Developing Leadership Qualities

- Learning to love people
 - Establishing personal and team objectives
 - Building leaders around you
 - Establishing a value system
 - Prioritizing efforts
 - Evaluating self for leadership ability
- Individual exercise

4.0 Motivating People By

- Learning to listen and listening to learn
- Treating with dignity
- Valuing people
- Committing to people
- Having integrity with people
- Setting the standard
- Influencing people
- Learning motivational and de-motivational factors

Group exercise on motivating people

5.0 Developing a Leadership Factory By

- Coaching for success
- Empowering people
- Setting realistic goals
- Fostering career development
- Learning profile from a troubled leader

Group exercise on developing leadership

Course Objectives:

The participants will acquire knowledge of leadership qualities that when applied will enhance the individual's and company's chance of success. Participants will learn how to improve the leader within.

Learn How to:

- Build a team
- Define team leadership
- Identify an individual's strengths
- Becoming an effective leader
- Understand methods to gain leadership experience
- Develop and motivate people

6.0 Team Building

- Getting started
- Team meetings
- Team behavior
- Problems of fear and control
- Decision making
- Problem solving
- Training

Group exercise on team building