

Becoming a Leader

A workshop to prepare leaders for their new responsibilities



In this **highly interactive and hands on program**, participants will learn how to:

- Transition from an Individual Contributor to a Leader
- Build the trust of employees
- Think positively and optimistically
- Set clear, up front expectations with employees
- Delegate appropriately and effectively
- Influence others by flexing your communication style
- Coach employees to high performance
- Give effective feedback by focusing on behavior, not attitude
- Energize employees through rewards and recognition
- More effectively manage time
- Use 5 team decision making approaches
- Effectively take your team from formation to high performance



Audience: **New Leaders or Associates who will be Leaders Soon.**

Length: **3 days**

Format: **Activities, lecturettes, and skill practice**

- Modules:**
- The Focus of a Leader**
 - How Leaders Differ from Associates
 - Leader Behaviors that Create Trust: Activity
 - Communication: The Foundation of Leadership: Activity
 - Thinking like a Leader: Activity
 - Letting Go and Delegating**
 - Why Associates Don't do What you Ask Them
 - The Benefits of Delegating
 - How to Choose the Right Level of Delegation: Activity
 - How to Agree on Goals: Activity
 - Influencing Skills**
 - 4 Dimensions of Communication
 - What is your Style?: Activity
 - How to Identify Others' Style
 - Flexing your Style to Match you Audience: Activity
 - Performance Management through Feedback**
 - 3 Keys to Effective Feedback
 - The Power of Positive Reinforcement: Activity
 - Giving Corrective Feedback: Activity
 - Leading Teams**
 - The 3 Essential Components of High Performance Teams
 - Leading your Team through Stages of Development
 - Making Decisions for and with your Team
 - Energizing Associates**
 - What Motivates Associates
 - Internal and External Motivators
 - Developing a Reward & Recognition Strategy: Activity
 - Managing your Time**
 - Understanding your Circle of Control: Activity
 - Examining Urgency & Importance: Activity
 - Managing Email

