



LEADERSHIP IN ACTION

YOUR TOOLKIT FOR SUCCESS



HOW YOU AND YOUR TEAM WILL BENEFIT:

- ★ Learn the importance of focusing on things within your control and **on** solutions instead of problems
- ★ Impactful time management and planning tips that will aid your organizational skills and administrative tasks
- ★ Key leadership characteristics to ensure you are setting the right example
- ★ Understanding the major impact of body language on communication so you aren't sending mixed messages
- ★ How to become a more effective listener to minimize misunderstandings
- ★ Ensuring you remain open and are approachable to your team so they feel comfortable coming to you for assistance
- ★ Strategic goal setting and feedback concepts so you can set your team up for success and then help keep them on track
- ★ Tips to create a more positive work environment; imagine everyone on your team actually looking forward to coming to work everyday
- ★ Basic steps to help you resolve conflicts in a professional and constructive fashion

WHO SHOULD ATTEND AND WHY?

Some say leadership is a natural trait and can't be learned. Well, much like a carpenter, we all have a leadership toolkit: Some of us have many tools while others have few. The main objective of the seminar is for you to enhance your leadership skills and motivate yourself to lead your team to higher levels of success by creating a more positive work environment.

Leadership in Action will help all front-line and mid-level leaders by ensuring you are using your existing tools to the best of your ability while also introducing you to new tools helping you become a more successful leader. If you lead a team, this two-day seminar is for you!

WHAT YOU WILL COVER:

- ★ Leading from the inside-out: Take inventory of yourself before your team
- ★ Leading by example: Trust, respect, integrity, and professionalism (TRIP)...the journey starts with you!
- ★ Effective communication: The foundation of successful relationships and teams
- ★ Establish goals and providing feedback: Where am I going and how am I doing?
- ★ Relationship CPR: Staying calm, professional, and respectful when the going gets tough

Presented by Leader Development Institute
Presenting the most relevant topics in American business today.

Southampton, Massachusetts
1-888 VISIT LDI (1-888-474-8534)

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