



*Arizona Innovative Solutions Group
(Arizona-ISG)*

Effective Management and Leadership Skills

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Effective Management and Leadership workshop is a first step on the road to success. Now is the time for big picture thinking and sharing your vision with your team. Learn ways to communicate clearly and openly in order to get things done. Identify your leadership style profile, and discover ways to use this knowledge to manage more effectively.

- Define your role as a manager and identify how that role differs from other roles you have had
- Understand the leadership challenge and the new functions of management
- Discover how you can prepare for and embrace the forces of change
- Identify ways to get you and your work space organized, and get a jump on the next crisis
- Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager
- Enhance your ability to communicate with others in meetings and through presentations
- Create an action plan for managing your career success



Outlines

- **The Management Challenge**
 - The new rules of the workplace
 - Building trust
 - Energizing your team
 - Empowering your team
 - Supporting your team
 - Developing personal mastery
- **Getting Organized**
 - Start with your desk
 - Work with your planner
 - Set your priorities
 - Get a jump on the next crisis
- **Dealing with Change**
 - Preparing for your journey of change
 - Enabling others to handle change
 - Communication
 - Commitment
 - Participation
 - Celebrating victories
 - Seven steps for breaking through organizational gridlock
- **Leading vs. Managing**
 - What leaders do
 - Direction thinking
 - Consequential thinking
 - Communication skills
 - Influence strategies
 - What managers do
 - Quality vs. productivity
 - Principles of variation
 - Macro and micro managing



Outlines Cont'd

- **Inspiring Employees to Better Performance**
 - The greatest management principle in the world
 - Creating a supportive environment
 - Measuring individual performance
 - Five steps for training high performers
 - Providing performance feedback
 - Getting feedback for your performance
- **Speaking Effectively**
 - To get action
 - To inform
 - To convince
 - Introducing speakers, accepting and presenting awards
- **Conducting Effective Meetings**
 - Your role as manager
 - Building the agenda
 - Staying on track
 - Getting everyone to participate
 - Creating a comfortable atmosphere
 - Facilitating open discussion
 - Interventions you can use
 - After the meeting
- **Managing Your Career**
 - Building your relationship with your manager
 - Anticipating and initiating



Contact Information

Mailing Address

PO Box 27634
Tempe, AZ 85285
USA

E-Mail

admin@arizona-isg.com

Web

www.arizona-isg.com

Phone

USA: 602-476-1885
Saudi Arabia: 966-50-3939409

Fax

USA: 480-361-7062

