

# Management: Made Easy

As a manager, you sometimes need to rejuvenate, rethink and re-energize, to improve the effectiveness of your organization. Being a manager is not easy. You need leadership skills to create and share your vision of the future, plan strategically, and bring about smart changes in your organization. This is a time to analyze your response to the daily challenges you face, and enjoy small scale networking opportunities with your colleagues.

## How You will Benefit:

- Identify your leadership profile and explore how you can use this knowledge to create your own future
- Assess your leadership competencies and learn how you can develop your strengths
- Identify those additional skills and tools that can make you a better leader
- Develop your ability to influence and communicate with others.
- Become a better problem-solver and decision-maker
- Discover how you can prepare for and embrace the forces of change
- Create a strategy to actively use these skills back in the workplace

## What You Will Cover:

- ▶ Leadership profile and competencies to highlight your strengths and challenges
- ▶ Directional and consequential thinking and how to develop these skills
- ▶ Strategies for influencing others through improved communication and interaction
- ▶ Your role in making meetings effective, both as a leader and as a participant
- ▶ Critical problem-solving skills and the tools and techniques you can use
- ▶ Strategic planning with a SWOT analysis, to introduce change
- ▶ Ways to manage the change process effectively for sustainable growth

San Diego, CA

LA, CA

## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

**BE** EVERYWHERE  
**You** ARE!

## Pre-Registration Form:

### Leadership Training

Yes  Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### **Be! Everywhere You Are!**

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