

Leadership Skills

Learn comprehensive management and development skills to build a cohesive and collaborative team



Motivate. Inspire. Lead. SUCCEED.

Leaders are born out of hard work.

Becoming a competent leader means effectively challenging, motivating and empowering others. It also requires transitioning from manager to leader.

Leadership Skills covers helpful strategies and straightforward insight on how to become a respected and effective leader.

Are you the kind of leader who:

- Orchestrates projects and gets things done?
- Makes informed decisions?
- Delegates responsibility?
- Attracts a following because you are charismatic, diplomatic or sensitive to people's needs?

This event explores what it takes to enhance leadership skills and build successful teams.

Leadership can be learned. Stretch beyond your comfort zone to draw on inner resources and achieve extraordinary results from yourself and from the people you lead.

Whether you're an experienced leader on the lookout for ways to motivate your team, or you're a manager or supervisor with an opportunity to move into a leadership role, coach your team to greater accomplishment, success and productivity.

Guaranteed Results.

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this conference will provide you with powerful tools to become a more effective manager. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your conference attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — hassle-free.



Explore a New Leadership Strategy

Gain an appreciation of what true leadership looks like, and become the kind of leader your organization needs.

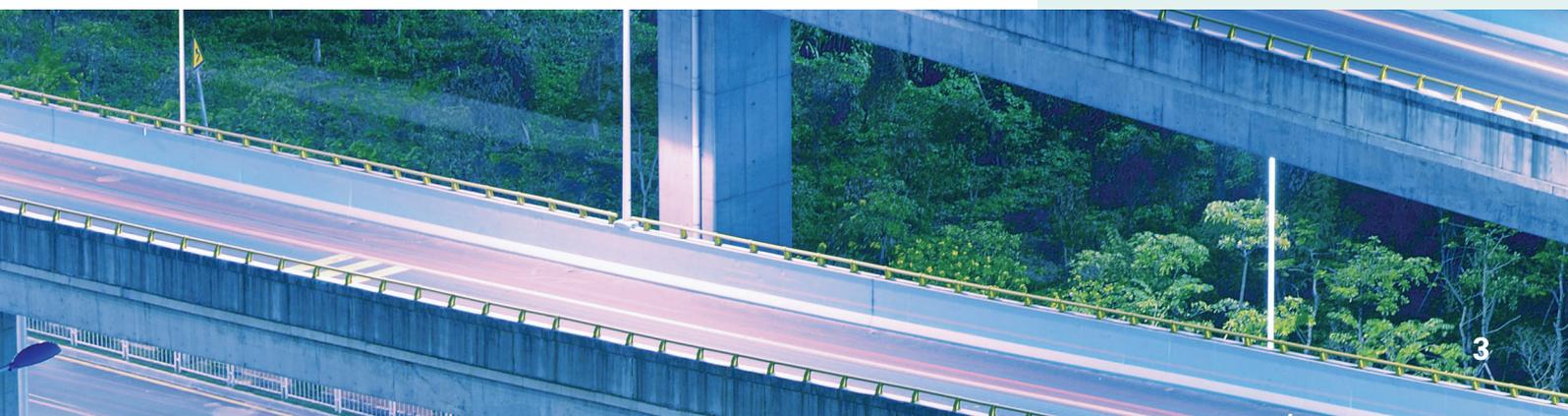
What you learn here will help you ...

- Take a clear, honest appraisal of how you currently respond and relate to team members
- Recognize the bad habits and knee-jerk reactions you've relied on in the past to get what you want
- Gain a better understanding of where people are coming from when they say or do things that are negative or don't seem to make sense
- Discover how to encourage cooperation and collaboration within your group, even during times of turbulence
- Identify and start to move away from your leadership comfort zones — so you take the kind of risks that can yield break-through results

Recent Gallup research finds that only one in four employees “strongly agree” that their manager provides meaningful feedback to them—or that the feedback they receive helps them do better work.

Even more alarming is that a **mere 21% of employees strongly agree** that their performance is managed in a way that motivates them to do outstanding work.

Increase productivity and become a better leader by attending **Leadership Skills**.



Event Agenda

Fine-Tune Your Leadership Role

- Learn to distinguish leadership roles by their contribution to business
- How “action,” “influence” and “motivation” define a leader
- Why different kinds of leaders are needed in today’s ever changing workplace
- How to rally people behind your leadership — and get them to follow you willingly and enthusiastically

Implement Communication Strategies for Leaders

- Assess your current communication techniques using our fail-proof checklist
- Deal with the anxieties, doubts and self-questioning every new team experiences
- Recognize the signs of “groupthink” and prevent your team from falling into this trap
- Create an environment where team members feel free to ask for help, exchange ideas, admit to mistakes and share opinions
- Overcome barriers to productive communication

Utilize Feedback and Direction to Think Outside the Box

- The feedback cycle: effective ways to give and receive feedback
- Key measures and benchmarks you can use to assess the development and progress of your team
- The value of stepping back gradually allowing your team to reach its own conclusions and map its own actions
- Clever remedies for “snipers”—team members that use putdowns to make other team members look bad
- How to turn successes and failures into training opportunities
- Ways to unleash and nurture the creative genius in those around you
- Rewarding “creative weirdness,” encouraging risk taking and applauding failure
- Proven advice for team brainstorming sessions that produce more good ideas than you ever thought possible

9:00 A.M. to 4:00 P.M.

Overcoming Team Conflict and Developing Team Members

- The main sources of team conflict; five styles of handling conflict and when, why and how to use them
- Sound guidelines that pinpoint conflict within a team, and lead you to firm and quick solutions
- Valuable tips for resolving conflict, handling change and motivating others
- Effective approaches that help you handle the most difficult people on your team
- Why focusing on the process — not the person — is the most constructive criticism
- Strategies team leaders use to get the best of each team member

A one-of-a-kind event guaranteed to boost leadership effectiveness and team performance! Ideal for managers, supervisors, team leaders and individuals who would like to learn better ways to motivate, inspire, lead and succeed!



REGISTRATION INFORMATION

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

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Continuing Education Units (CEUs)

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Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

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- **Online** pryor.com
- **Call** 1-800-556-2998

- **Fax** to 913-967-8849
- **Mail** your registration

1 **YES!** Please register me for the one-day, **Leadership Skills**. Group discounts available; see Registration Information at left for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

VIP _____ (_____) IF AVAILABLE

3 **ORGANIZATION INFORMATION**

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name Mr. Ms. _____

Job Title: _____ Business Home

Email Address: _____ Business Home

4 **QUICK CONFIRMATION**

Please email or fax my confirmation to me within 48 hours.

My email address or fax is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____

Email Address _____ Business Home

#2 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____

Email Address _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

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