

Getting Results through Others

Are you prepared to take your leadership skills to the next level?

You will learn to:

- Increase your confidence, skills and techniques to get work done through others.
- Strengthen relationships through enhanced interpersonal and communication skills.
- Develop methods and techniques to increase individual & team accountability.
- Use delegation to develop employee career growth, time management and motivation.
- Empower your employees through individually developed SMART Goals which focus energy on High Payoff Activities.



CONFIDENCE

Getting results through others is the key to growth, productivity improvement, and profit. Anyone who manages or supervises anyone else can benefit from the action-packed ideas in this program. Participants will learn to improve productivity, motivate people to produce, delegate, and build a high performance team.

The GRO program will provide you with structured opportunities for developing your management skills, gaining exposure to supervisory activities, guidance from the group, and ongoing mentoring from an experienced AIM facilitator.

PROGRAM

Audience:

Managers ■ Leadership Team

Schedule:

Kick Off - Custom Meeting
9 Interactive training sessions
2.5 hour sessions

Features:

Workbooks ■ CD's - multisensory learning Action Exercises to insure application ■ Self evaluations ■ Weekly plan of action ■ Feedback & discussion sheets Weekly Accomplishments ■ Coaching tips

Location:

AIM Training Center
300 West Broadway Suite 20
Council Bluffs, IA 51503

Class Dates:

- January 28, 2010
- February 11, 2010
- February 25, 2010
- March 11, 2010
- March 25, 2010
- April 8, 2010
- April 22, 2010
- May 6, 2010
- May 20, 2010

All Classes from
8:30am - 11:00am

Call Today!
712.322.1112



AMERICAN INSTITUTE
of
MANAGEMENT
INCORPORATED

**Build your confidence as you strengthen your leadership skills
and improve the results of any team you manage!**

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Program Outline

Attend this nine session training program to gain the skills and insights you need to lead with confidence, keep your team motivated, productive, and on target.

KICK-OFF: CUSTOM SESSION

ONE:

Helping Team Members Be Productive

- Managing versus doing
- Ingredients for improving productivity
- Developing personal accountability
- Problems that prevent optimum productivity

Two:

Authority and Influence

- The power of persuasion
- The proper use of authority
- Types of disciplinary action
- Avoiding miscommunication
- The role of active listening
- The answers are in the questions

THREE:

Activity and Results

- The relationship between behavior and results
- The 80/20 rule
- Managing your time
- Using delegation to get results through others
- Steps to effective delegation

FOUR:

Clarifying Goals and Expectations

- Goals are the key to productivity improvement
- How to keep the goal process alive
- Helping team members become goal directed
- Communicating goals to your team

FIVE:

Motivating People to Produce

- The bottom-line of motivation
- Create “want to” versus “have to”
- Frequent feedback to prevent problems
- Confrontation versus criticism

Six:

Training techniques that work

- The role of knowledge, skill and talent
- The role of teaching and coaching in training
- Stages of learning
- Inspect what you expect
- Helping team members develop their talents

SEVEN:

Decision Making and Problem Solving

- Deciding how you'll decide
- Principles of dealing with people problems
- Root cause analysis
- Problem solving procedures

Eight:

Creating Synergistic Teamwork

- Barriers to effective team performance
- Building a high performance team
- Develop the abundance mentality
- Focus on strengths
- Focus on diversity

The Art of Developing & Managing Your Most Valuable Resource