

# 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:

- September 9 2010
- September 23, 2010
- October 7, 2010
- October 21, 2010
- November 4, 2010
- November 18, 2010
- December 2, 2010
- December 16, 2010
- December 30, 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*