

Leadership Training for Managers®

Information Sheet

Pos _____ HL _____

F _____ Ch _____ Ag _____ Ed _____

Resp _____ Chalg _____

TC _____

Name: _____ Company: _____

I. Before an application for enrollment in a Dale Carnegie Leadership Training for Managers® program is made, and before the enrollment is accepted, there must exist in the mind of the applicant:

1. **A clear-cut purpose for taking the course.**
2. **An understanding of what the course can and cannot do.**
3. **How and why it works.**
4. **What is required of the applicant.**

II. Below are listed some of the benefits of the Dale Carnegie Leadership Training for Managers®. Although all of these are included in the course, please check the three that would be most helpful to you right now.

- 1. **Motivating Employees** - Understand areas where motivation can be applied then apply the correct human relations principles to maximize understanding.
- 2. **Performance Appraisals/Training** – Identify areas of strength and areas for improvement in others. Identify training needs and develop performance plans.
- 3. **Communicate More Effectively** – Get your ideas across quickly and accurately. Be clear and concise. Be a better listener to identify barriers.
- 4. **Delegating for Results** – Understand the human dynamics of effective delegation. Utilize employee skills and develop leadership through delegation.
- 5. **Coordinating with Skill** – Know where your efforts are going and how to measure results. Set daily priorities based on common objectives.
- 6. **Controlling for Quality** – Develop a control system. Create a positive atmosphere when exercising control.
- 7. **Managing Effectively** – Look for ways to do things better, utilize human resources and convert creative ideas into plans for implementation.
- 8. **Time Management/Planning** – Set goals, plan actions and track outcomes.
- 9. **Problem Solving** – Determine absolutes and desirables. Weigh the tangibles and intangibles.
- 10. **Other:** _____

The three most important areas to me at this time in order of importance are:

1. _____ 2. _____ 3. _____

III. By gaining the benefits chosen above, you will be able to: (*check the one objective listed below that is most important to you now.*)

____ Understand the leadership process

____ Be more effective in my position

____ Maximize my teams performance

____ Other _____

____ Lessen worry and stress

IV. If you were able to accomplish the above, what would this mean to you personally?
