



LEADERSHIP TRAINING FOR MANAGERS

MASTER LEADERSHIP SKILLS MAXIMIZE MANAGEMENT PERFORMANCE STRENGTHEN THE BOTTOM LINE

Staying out in front today takes more than just being a good manager. It requires the skills of a real leader.

To give you the best opportunity for maximizing your leadership capabilities, Dale Carnegie Training® just expanded and updated Leadership Training for Managers.

Our dynamic action-learning training explores the fundamentals of leadership, the strategies for decision-making, the tools and techniques for communicating persuasively. But we also focus on nuts-and-bolts situations that managers face regularly: how to get buy-in for change initiatives; how to build cooperation and trust in the workplace; how to convert new ideas into superior results.

What's more, the training now integrates the groundbreaking work of Peter Drucker, the father of modern management thinking.

What difference does the training make? Companies report dramatic improvements—more collaborative decision-making, enhanced team performance and increased results on the bottom line.

Leaders . . . have to be results-focused and opportunity-focused. Good intentions are no longer enough.

*Peter Drucker
Leader to Leader*

Dale Carnegie Training®
—The Global Leader in Business Training

Visit our website at
www.dalecarnegie.com

All Dale Carnegie Training® local sponsoring organizations in the U.S. have been accredited by the Accrediting Council for Continuing Education and Training (ACCET).

At a glance

Participants learn how to:

Enhancing Leadership Qualities	Identify the qualities of a good leader Recognize the leadership role in organizations Understand the five drivers of success leadership
Encouraging Innovation	Discover the process that drives innovation Establish an environment of inventiveness
Communicating Powerfully	Promote interactive communication Strengthen listening skills
Recruiting and Retaining Talented Employees	Recognize the potential of others Help employees feel important
Planning	Transform ideas into action plans Master the 8-step planning process Develop and deploy the implementation plan
Setting Performance Goals	Align performance goals with strategy Define performance standards Emphasize responsibility and accountability
Building Cooperation	Use meetings to develop trust Keep meetings on track
Delegating for Results	Learn the 8-step delegation process Initiate delegation meetings Hold people accountable
Improving Decision-Making Skills	Understand different decision-making methods Involve others in the process
Managing Conflict and Change	Handle mistakes with consideration Help people accept new ideas
Coaching and Evaluating Others	Learn effective coaching techniques Focus appraisals on future growth Recognize individual and team success