



WWW.KQEINC.COM

11301 US Highway 301
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Business Leadership: Becoming Management Material

This three-day workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done.

At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization.

But what makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it?

The answer is all of the above. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself.

During this workshop, we will cover:

- ✓ The Learning Organization
- ✓ Personal Mastery/Personal Visions
- ✓ Mental Models
- ✓ Shared Vision
- ✓ Team Learning
- ✓ Systems Thinking
- ✓ Leadership (with LEAD analysis)
- ✓ Trust
- ✓ Change
- ✓ Time Management



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- ✓ Managers vs. Leaders
- ✓ Types of Thinking
- ✓ Ethics 101
- ✓ Influence Strategies
- ✓ Relationships (including tips on dealing with conflict)
- ✓ Problem Solving
- ✓ Strategic Planning (SWOT Analysis)
- ✓ Delegation
- ✓ Criteria for Useful Feedback
- ✓ Body Language
- ✓ Meetings
 - Preparing for Meetings
 - Managing Meetings
 - Presentation Tips
- ✓ Skillful Speaking
- ✓ Personal Development