

# LEADERSHIP TRAINING FOR MANAGERS

## LEARN HOW TO

- Create a vision – a common ground
- Develop strategies that make things happen
- Take intelligent risks
- Influence people to follow you
- Gain cooperation at every level
- Lead a winning team, department or organization
- Empower others to deliver results
- Recognize individual and team success
- Define performance standard and hold people accountable
- Master the 8-step planning process
- Align performance goals with strategy

## CONTACT

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Now that you are in charge, are you shocked to learn that all the rules have changed? Command and Control has been replaced by Contradiction and Chaos. Employees are not told what to do anymore. Now, you influence their choices and assist them in reaching goals. You do not direct; you win the team over to your point of view. You do not dictate; you inspire!

The business world has changed! Management was about pushing people to succeed. Leadership is about pulling people along to succeed. You require a new skill set to make it to the top in a “pull” environment. This course teaches how to stop managing and start leading, making you a vital part of your organization's future.

The days of assuming that a good manager was also a good leader are gone. Clear distinctions are being made between the two. Learn the differences between managing and leading and then begin gravitating toward a more direct leadership style and away from a management-based style. Stop pushing and start pulling.

Hear that sound? It is the sound of a business paradigm shifting yet again. Register yourself for success. *Leadership Training for Managers* will transform you from yesterday's manager to tomorrow's leader.

## FORMAT

Seven-week course running one half-day per week for 3.5 hours per session or three days. This time-spaced learning methodology allows you to practice between sessions and bring your experiences to class for coaching (Times may vary according to location).

## WHO SHOULD ATTEND

Anyone who interacts with internal or external customers, project team leaders, employees who serve on teams and managers who want to achieve outstanding results.



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## ON-SITE DELIVERY

Our corporate consultants will work with you to create customized solutions to assist you in achieving the specific objectives and goals of your organization. Please contact the Dale Carnegie Training office in your area if you wish to have a course or seminar offered on-site at your location.

## TRANSFER & CANCELLATION POLICY

Please contact the Dale Carnegie Training office in your area for transfer and cancellation policy information.

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### WHAT YOU WILL COVER

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| 1A<br>Developing Personal Leadership             | 4B<br>Recognizing Human Potential          |
| 1B<br>Achieving Organizational Results           | 5A<br>Implementing the Delegation Process  |
| 2A<br>Understanding the Innovation Process       | 5B<br>Handling Mistakes                    |
| 2B<br>Demonstrating the Planning Process         | 6A<br>Communicating to Lead                |
| 3A<br>Defining the Performance Process           | 6B<br>Leading More Effective Meetings      |
| 3B<br>Appraisal Systems and the Coaching Process | 7A<br>Celebrating Success                  |
| 4A<br>Problem Analysis and Decision-Making       | 7B<br>Committing to Continuous Improvement |

### FEDERAL GOVERNMENT DISCOUNTS

Dale Carnegie Training is available for your agency through the GSA Federal Supply Schedule #GS-10F-0329K.

Dale Carnegie Training gives you exactly what you need to enhance your agency's professional capabilities and results in order to:

- Maximize leadership potential*
- Improve communications, cooperation and trust*
- Build strong teams, motivation and morale*
- Increase results with internal and external customers*

To get more information regarding courses and seminars currently offering Federal Government discounts or to view pricing information, please visit [www.dalecarnegie.com/gsa](http://www.dalecarnegie.com/gsa)



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## CREDITS

CEU Credits—2.4

College Transfer Credits—2

## CERTIFICATION

Dale Carnegie's Product and Trainer Development management systems are ISO 9001 certified through the Bureau Veritas Quality International (BVQI).

BVQI is an internationally recognized and well-respected ISO registrar that provides objective third party review through external audits. The scope of our ISO 9001 certification includes our Product Development, Assessment & Measurement, Carnegie University-Trainer Development & Certification and Product Customization.

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## ACCREDITING ASSOCIATIONS

### *Accrediting Council for Continuing Education and Training*

The Accrediting Council for Continuing Education and Training (ACCET) was founded in 1974, for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit. Dale Carnegie Training has been accredited by ACCET since 1978 and as a result, graduates will each receive ACCET Continuing Education Units (CEUs).

Graduates of Dale Carnegie Training are eligible to receive a predetermined number of ACCET "Continuing Education Units" based on classroom hours.

### *American Council on Education*

The American Council on Education (ACE) - the unifying voice for higher education - has reviewed *High Impact Presentations* and found it to be in compliance with the rigorous control standards required by ACE and, as such, are considered college level quality.

In view of this, ACE is recommending to colleges and universities throughout the United State that individuals completing Dale Carnegie Training beginning in January 1981 may be eligible for college transfer credit.

For more information or to register please visit:

[www.dalecarnegie.com](http://www.dalecarnegie.com)