

“To be a leader for the next century, you have to be able to bring out the best in people.”

— Patricia Aburdene, *The Leader's Companion*

The Conference on

LEADERSHIP DEVELOPMENT & TEAMBUILDING

For managers, supervisors, team leaders and team members
who would like to learn better ways to

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Leadership and teambuilding tools, techniques and strategies



Are you a natural-born leader?

Not likely, but don't worry, you're not alone. The top leaders of America's most successful businesses aren't either. Instead, they made the journey from manager to leader by making the most of their innate talents, seeking out and learning the skills they needed, and developing their leadership abilities. They learned new ways to influence, convince and motivate people. They conquered problems and setbacks that would have sunk others. And, through trial-and-error experience and professional development, they learned how to create and inspire powerful teams that became much more than the sum of the individuals on those teams.

AND SO CAN YOU.

Like most managers, though, you and your company could use these practical leadership skills *now*, rather than spending months, even years learning and perfecting them through the time-consuming and sometimes painful trial-and-error method. That's why we pulled together the collective knowledge of teambuilding experts and dynamic, accomplished leaders, distilling mountains of information, tips, shortcuts and techniques down to an exciting one-day conference with 2 separate tracks so you can tailor the day to fit your exact needs.

This *Leadership Development and Teambuilding Conference* is full of real-life examples, practical methods and techniques—every one of the 10 sessions is packed with ideas and tips that you can put to work immediately to improve your job and your skills. So whether you're an experienced leader looking for new ways to motivate your team, or you're a supervisor or manager wanting to build your leadership role—this groundbreaking conference is for you.

Conference Agenda

8:15 – 8:50 a.m.		Registration	
Opening session 9:00 – 9:35 a.m.	The real-life stories behind famous teams ... how to turn obstacles into success		
9:35 – 9:50 a.m.		Break	
TRACK 1		TRACK 2	
Taking Charge of Your Job as a Leader		Inspiring Teams to Achieve Challenging Goals	
Session 1 9:50 – 10:40 a.m.	Developing the leader within you	Light the fire of excellence in your team	
10:40 – 10:55 a.m.		Break	
Session 2 10:55 – 11:45 a.m.	30 tips for becoming an inspired leader	Speak so others know how to follow	
11:45 a.m. – 1:00 p.m.		Lunch (on your own)	
Session 3 1:00 – 1:50 p.m.	It all starts with YOU: Discover your team player style	Positive feedback ... the fuel of high performance	
1:50 – 2:05 p.m.		Break	
Session 4 2:05 – 2:55 p.m.	Building a team that's a reflection of you	A team approach to dealing with unacceptable behavior	
2:55 – 3:10 p.m.		Break	
Session 5 3:10 – 4:00 p.m.	Leadership mistakes you don't have to make	What teams really need from their leaders	

The motivating opening session will help prepare you for all that's to follow.

Design your day to meet your unique needs. We've packed a lot of information into just one day ... so feel free to move in and out of these two tracks and 10 dynamic sessions. It's your conference—don't miss a thing!

To enroll,
call toll free
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TRACK 1

Taking Charge of Your Job as a Leader



Session 1: 9:50 – 10:40 a.m.

Developing the leader within you

Leaders who are able to look inside and see their true natural strengths are rare. But we all have areas in which we excel—you included! So why not use them to your advantage? In this session, you'll uncover new competencies you didn't know you possessed ... find out how to build on these inner potentials ... and boost your confidence in everything you do.

- How to acquire the skills of a “born leader”
- The amazing facts behind why some of the most successful men and women succeed
- A refreshing definition of “leadership” that boils your job down to one simple task
- 7 facts you must know before you can really lead
- How to discover and tap into your inner strengths



Session 2: 10:55 – 11:45 a.m.

30 tips for becoming an inspired leader

Being a leader is tough. You need all the help you can get. Not just long-term—but *now*. This fast-paced session delivers 30 rapid-fire tips for honing skills like communicating, motivating and managing your time—the essential building blocks of superior leadership. Take one tip a day, practice it and by the end of the month all 30 will be ingrained in your day-to-day life. Sample tips:

- Got a meeting tomorrow? How to use it as an opportunity to shine
- Brush up on your ability to sell your ideas—on your way home tonight
- Leaders “get it done”—how to improve in that area immediately
- What is “leadership” communication? Conduct a quick check to see if you're on track
- 3 things you can do right now to keep your best people around



Session 3: 1:00 – 1:50 p.m.

It all starts with YOU: Discover your team player style

Surprisingly, being aware of how *you* function on a team is an important factor in how your *team* functions. By being aware of your unique team player style, you can consciously bring personalities on board who build on your strengths—and shore up your weaknesses. This session is the fastest way to identify and make sense of your team behavior—how you contribute to meetings, deal with conflict, respond to stress and more—and what it means to you and your team.

- The various roles team members play: Where do you fit in?
- Recognizing the strengths and trouble spots of your unique team player style
- How to avoid team conflict by mixing and matching work styles
- Work style differences—why is this such a big deal?
- Why the best team leaders are also strong team players



Session 4: 2:05 – 2:55 p.m.

Building a team that's a reflection of you

A team is not a coincidence. It is a telling mirror image of the leader who formed it. What about *your* team? Does it reflect your vision? Focus? Principles? Are your employees committed, focused, driven—like you? This session will help you understand the power of influence and change you possess as a team leader to create a “reflection” you can be proud of.

- The litmus test: Would your team members encourage their colleagues to come on board?
- How your team is a reflection of you—and why that matters
- Simple things you can do every day to build a stronger team
- Good team, bad team: How you make the difference
- 5 secrets to becoming the team leader everyone wants to work for



Session 5: 3:10 – 4:00 p.m.

Leadership mistakes you don't have to make

No matter how great leaders are (or think they are), they are going to make mistakes. It's human nature. But you can learn from them—and that's the point of this session. Join us as we take an armchair look at mistakes leaders commonly make—often without even realizing it. Learn what to look out for to avoid potential missteps that can damage your relationships and erode the respect and confidence your team, upper management—everyone—has in you.

- Lessons learned from 3 poor leadership decisions that made national headlines
- 4 mistakes so common they have become “accepted leadership styles”
- Attitudes of leaders that can turn into real traps
- Confronting people and problems—how not doing this can mess up your company and your future
- 5 habits that may seem like a good idea—but can become barriers to your success later



On-site training and keynote speaking ...

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TRACK 2

▶ Inspiring Teams to Achieve Challenging Goals

Session 1: 9:50 – 10:40 a.m.

Light the fire of excellence in your team

You are to be congratulated! You've formed your team, set goals and everyone's "clicked." Now you're ready to start the rewarding process of fine-tuning your team to reach the highest level of performance. We talked to countless leaders who've taken their teams to that enviably elevated position. And we've distilled their invaluable insight into a few pure and simple principles you can use to help get the results you want.

- 101 low-cost ways to motivate and reward employees (and a few more that are absolutely free!)
- How to detect when members are ready for new challenges
- How to seek and get your team's participation in shaping a new vision
- 4 key areas to focus on as you move your team forward
- The importance of a well-thought-out communication strategy in getting your team from point A to point B

Session 2: 10:55 – 11:45 a.m.

Speak so others know how to follow

Your success as a team leader is measured by your ability to lead people where they need to go. But your team must get clear direction from you ... not only in meetings, but one on one as well. In this session, you'll learn refreshingly simple communication strategies that will help you sidestep damaging misinformation ... build trust ... even become a role model for those you lead.

- Communicating as a leader and as a manager are not the same ... here's insight into the important difference and how you can master *both*
- Practice the powerful Law of Connection that great leaders instinctively know and honor
- How to find out if your message is understood ... and if it's being acted on correctly
- Who employees really listen to in meetings and why

Session 3: 1:00 – 1:50 p.m.

Positive feedback ... the fuel of high performance

The wise leader knows that every team member needs feedback, especially when painful mistakes occur. But it's easy to overlook this powerful motivational weapon in the rush of everyday business. Here you'll learn how to provide specific, sincere feedback to prevent future errors, gain commitment and strengthen performance.

- How to tap into a motivating, multidimensional team approach to feedback
- How to turn successes *and* failures into "training moments"
- How to focus on the process, not the person, when giving constructive criticism
- Do's and don'ts when giving feedback that builds ... not destroys
- When to recognize individual contributions and how ... without turning off other team members

Session 4: 2:05 – 2:55 p.m.

A team approach to dealing with unacceptable behavior

Most managers have learned to use traditional disciplinary procedures to address poor performance, negative attitudes and other problem behavior. But as a team leader, you have an even more effective way to deal with unacceptable behavior ... peer pressure. It can do wonders in getting others to pull their own weight. Attend this session and explore the many appropriate ways your team can effectively handle their own "family" problems.

- How to use the team approach to eliminating unacceptable behavior and performance
- Dealing with bad attitudes and "quiet resistance" that can doom your team's effectiveness
- How to coach your team in the sensitivities of confronting each other about problems
- Why traditional disciplinary processes don't do the job in a team environment
- Should you remove a team member when others complain? Here's how to solve this serious problem

Session 5: 3:10 – 4:00 p.m.

What teams really need from their leaders

As your team moves through the stages of development to maturity, your responsibilities as a team leader will naturally change. Depending on the day and the situation, your team may need you to provide guidance, serve as a sounding board, run interference or add a little muscle to get the job done. In this session, you'll explore the many and varied tools you'll need to successfully shift from one role to another as your team requires.

- How to fulfill your team's ongoing need for direction and vision
- Your never-ending responsibility to make sure all your team's needs are met ... whatever they are
- How to develop a sixth sense about when to prod ... when to coax ... and when to do nothing at all
- What teams really need from their leaders

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If you're not happy, we're not happy. Go back to work and apply what you learned at the conference. If you're not absolutely delighted with the results you achieve, write to us right away. We'll issue you a refund or arrange for you to attend another SkillPath program without paying another penny. That's our guarantee!


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Registration information

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Cancellations and substitutions.

Cancellations received up to five working days before the conference are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire conference fee, which you may apply toward a future conference. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

 This SkillPath conference qualifies for 5 contact hours (.5 CEUs) in accordance with guidelines set forth by the International Association for Continuing Education and Training—Authorized Provider number 3307.

You must attend the entire program to qualify for CEUs. Many national, state and local licensing boards and professional organizations will grant Continuing Education credit for attendance at our conferences (save this brochure and your Certificate of Attendance). You may want to contact your own board or organization to find out what's required.

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Important information

Our registration table opens at 8:15 a.m. When you arrive at the hotel, please check the directory for the exact location of the conference. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your conference materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find conference facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

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Yes, I can't wait to attend ...

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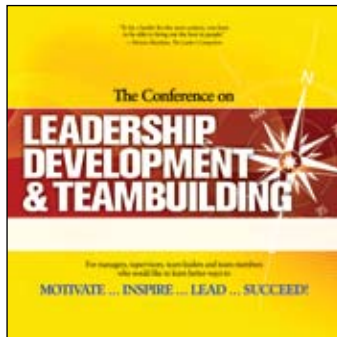


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