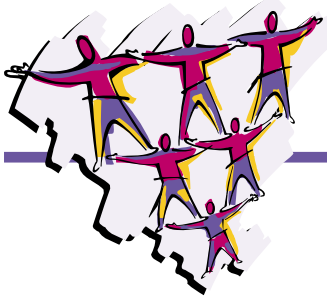


Essential Skills of Leadership

SUPERVISORY TRAINING



N. E. FRIED AND ASSOCIATES, INC.

*Helping organizations create
a stronger workforce, and
coaching people to perform
at their best!*

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LEARNING

Take The Lead.

New name, new features! For over 20 years, ***Fundamental Skills of Managing*** has been at the forefront of training for supervisors, leaders, and first-line managers. In fact, millions of people have benefited from this proven program!

Now, after extensive research and testing, a revised version is being introduced with a new name—***Essential Skills of Leadership***.

New Features:

- Integrated Facilitator Guide and Participant Workbook
- PowerPoint Presentation
- New Skill Practices
- Pre- and Post-Test

The ***Essential Skills of Leadership*** starts with the proven learning technique—Behavior Modeling—which shows leaders new skills, enables them to practice the skills in the safe environment of the classroom, and then applies the skills on the job. This skill development process and the implementation tools found in the workbook provide a sound foundation for a true skill-transfer to take place once the participants leave the classroom.

Today, in this complex environment, team leaders and first-line managers are having to deal with diverse issues—how to get team members to work effectively; to respect and trust each other; to have open and constructive communication; to focus on behavior rather than personalities and attitudes. The ***Essential Skills of Leadership*** will provide the necessary skills for your team leaders to deal with these issues effectively.

Effective leadership requires many specific skills: delegation, assigning tasks, and assessing performance, to name a few. Underlying all these specific skills is a set of essentials skills—the skills of leadership. These essential skills enable your team leaders to get the best from their team members.

Prepare your team leaders today to deal with the challenges of tomorrow with ***Essential Skills of Leadership***.

Who In Your Organization Will Benefit?

Team leaders and first-line managers in both office and industrial environments.

Objectives

Managers and team leaders will learn to:

- Deal with your team members on a day-to-day basis in such a way as to maintain and enhance their self-esteem.
- Base your discussions about performance and work habits on your team members' behavior rather than their personalities or attitudes.
- Involve your team members in goal setting, solving problems, and making decisions.

Continued on back

Description

This module builds the foundation for helping your team leaders align team members with your organization's strategic objectives. **Essential Skills of Leadership** teaches team leaders how to maintain team members' self-esteem, focus on behavior, and encourage others to commit themselves to common goals.

Course Length and Format

Essential Skills of Leadership is an interactive, 4-5 hour group workshop designed for 6 to 18 participants.

The workshop includes:

- Video presentations of case studies.
- Group discussions that open opportunities to exchange views, experiences, and ideas.
- Exercises to develop and transfer skills.
- Extensive skill practices.
- Immediate feedback when participants practice the skills and techniques taught in the workshop.

Course Materials

Facilitator Guide—Contains complete instructions on how to facilitate the workshop. It includes explanatory text for the trainer, sample trainer narrative, transcripts of visual segments, and annotation notes.

Participant Workbook—Contains cognitive exercises, forms for workshop activities, skill practice aids, and a video synopsis. A Job Aids section provides tools and alternative methods of supplementing, reinforcing, and documenting the application of skills for leading effectively.

Video Component—Contains an introductory segment and a traditional behavior scenario, followed by a behavior model in both office and industrial versions.

PowerPoint Presentation—Provides critical skills analysis.

Self-Assessment Worksheet—Facilitates the transfer of learned skills to the workplace.

Memory Jogger Card—Provides a handy, succinct reminder of the module's skill points. This card can be used on the job as a reminder of the learned skill points.

Essential Skills Modules

The first two modules in the series help to develop skills which lay the groundwork for all of the interpersonal modules.

- **Essential Skills of Leadership** enables your team leaders to get the best from their team members.
- **Essential Skills of Communicating** enables your team leaders to learn the latest techniques in effective communication and how to apply them to their job.

The Principles of Behavioral Modeling

- Traditional Models
- Positive Models
- Discussion
- Skill Practice