

COURSE DESCRIPTION: **Leading People**



Often, employees are promoted to supervision because of their strong technical expertise. Suddenly, the new supervisor needs new expertise – how to lead people.

Supervisors manage a great deal of paperwork and lead people. Although paperwork is usually the most tedious, it's often the most predictable. People aren't predictable. They are emotional, they get sick, they have family lives, they have career expectations, and more. The supervisor's technical expertise is often useless when leading unpredictable people.

The Leading People course guides you through activities and exercises that help you understand your values and natural leadership talent, building your ability to lead yourself. This is followed by learning tools and methods for determining the needs of others. Finally, you will learn how to adapt your natural talent to lead people to achieve a shared vision.

Learn How to:

- **Exercise and improve your leadership skills**
 - Describe the elements of building trust
 - Describe the steps to gain managerial empowerment
 - List components for creating organizational alignment
 - Describe the 4 levels of leadership
- **Expand your influence**
 - Acknowledge diversity of thought in decision-making
 - Review teambuilding strategies
- **Create results through performance feedback**
 - Identify the development level and needs of those you supervise
 - Name the 4 elements for giving performance feedback
 - Describe difference between measuring activities vs. results
- **Create effective communication strategies**
 - List 4 communication styles
 - Create style-based interpersonal communication
 - Describe how faithful translator can resolve conflict
 - Lead effective meetings
 - Deliver effective presentations
- **Identify the impacts of low trust and the benefits of high trust on people and organizational performance**
- **Apply the critical behaviors that establish and grow trust**

What Our Students Are Saying:

"The Leading People course at the Life Cycle Institute taught me so much about myself and my leadership style. It will forever change the way I lead people. In turn, I know that positive changes and increased productivity will transpire throughout my workplace."

- Thomas Horan, Essroc

"I thoroughly enjoyed the Leading People course at the Life Cycle Institute. The facility is great and the people at LCE are wonderful."

- Grady Gordon, Alcoa

Who Should Attend:

This course is for leaders – new ones, experienced ones, and prospective ones. If you want to increase your ability to produce results through people, this course will help.

Course Information:

Each course includes a comprehensive active learning manual, morning and afternoon refreshments, lunch, and the use of a fully equipped e-business center. Classes are held on Tuesday through Thursday. All students completing a class at the Life Cycle Institute will receive a certificate of completion awarding 2.1 CEU's.

Location: 4360 Corporate Road, Charleston, SC 29405

Life Cycle Institute:

Life Cycle Institute is a recognized and respected leader in Learning, Leadership and Change Management solutions. Be prepared to be an active learner. When you invest in training with the Life Cycle Institute, you will gain knowledge and learn skills that you will be able to apply immediately. Our courses are designed to teach by doing. Your training with the Life Cycle Institute is different because we offer:

- Facilitators who practice what they teach and teach what they practice
- Course content that is constantly updated with the latest proven tools and methods
- Adult learning methods that minimize lecture and emphasize learning by doing
- Classrooms that are specifically designed to facilitate learning

Registration:

Download our class schedule for the latest class dates and course costs or contact the Life Cycle Institute at: 800-556-9589 • education@LCE.com • www.LCE.com

Private Classes:

Your training needs are unique. Unique needs may require customized, on-site training. Learn from practicing reliability professionals – on your site – at a time convenient for you – tailored for your environment. For more information please contact education at: 800-556-9589 • education@LCE.com • www.LCE.com