



Leadership Series I

Essential Leadership Skills for New Managers

This six-part series provides new-to-role managers and supervisors with the necessary skills for success as leaders. Each session covers the principles of the topic and looks at the practical application in the learner's work world. Tim facilitates each topic as an interactive, dialog based learning event, in full or half-day sessions.

Program Outline:

- **Leading People**
 - Demonstrating respect, building trust, establishing relationships
 - Leadership accountability and delegation
 - Influence, motivate and engage employees
- **Team Concepts**
 - Building a team environment
 - Managing and leading groups
- **Personal Effectiveness**
 - Time management and organization skills
 - Problem solving and decision making
- **Intelligent Interpersonal Skills**
 - Personal preferences and self-awareness
 - Developing empathy
- **Effective Communication**
 - Understanding the dynamics of workplace communication
 - Seeking and providing feedback
 - Communication tools for handling conflict
- **Developing for Your Future**
 - Looking ahead at your career
 - Setting development goals and planning action
 - Overall wrap-up of the series

For additional information or to schedule:

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