

## “Putting what you know — to work for you!”



<b>Duration</b>	5 half-day sessions / 20 hours
<b>Pre-Requisites</b>	Front Line Leadership or other Leadership training programs
<b>Audience</b>	Supervisors, middle management
<b>Class Size</b>	12 participants maximum

### ADVANCED SKILLS APPLICATION

Most of today’s experienced front-line leaders have some knowledge and training in sound Leadership Skills. The challenge/difficulty for these front-line leaders is finding ways to apply these skills effectively. Advanced Leadership Skills is a practical, hands-on program that enables the front line leader to not only apply existing knowledge and skills and learn new skills but to achieve higher productivity, ensure clearer communications, resolve conflicts effectively, build and retain strong teams, and to understand and lead change.

By gaining these new skills, the leader will be able to answer the following questions:

- How do I take my team to a higher level of performance and productivity?
- How do I encourage team members to communicate their ideas freely?
- How do I recognize the warning signs and resolve conflict effectively?
- How do I encourage my team members to understand and be open to the change process?
- How do I build and retain a cohesive team

*“It is essential that the same management style is employed throughout all levels in an organization in order to achieve a cohesive environment ... I am a big fan of the programs you offer, and I look forward to a long and productive relationship with Catalyst.”*

**HR Manager - Manufacturing Industry**

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### TRAIN YOUR LEADERS TO:

- Practice Effective Goal Setting
- Be an Accountable Leader
- Apply Leadership Styles
- Use Diversity Creatively
- Facilitate Conflict Resolution
- Determine Change Competencies
- Enhance Interpersonal Communication Skills
- Develop Negotiating and Problem Solving Skills
- Help team members Adapt to Change
- Move team members from Achieving Effective to Exceptional Results
- Build a High Performance Team

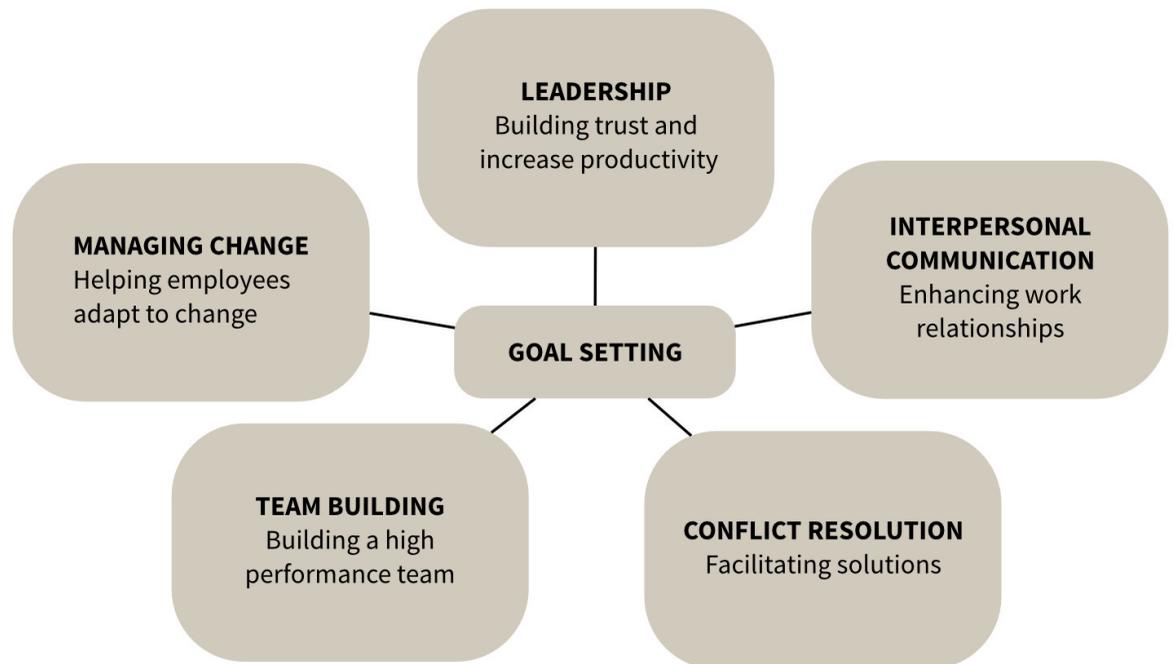
# LEADERSHIP

## **PARTICIPANTS WILL**

- Set leadership goals and plans; enabling the use of these skills immediately following each session
- Use leadership behaviours and styles that create an environment of shared responsibility and accountability
- Practice under 5 minutes, “on-the-spot” leadership methods
- Appreciate the benefits of using 4 communicating styles
- Provide useful performance feedback
- Demonstrate resolutions to conflicts collaboratively
- Communicate and involve team members in quickly and smoothly moving through change transitions
- Guide team members through the stages of the development process

## **PROGRAM FORMAT**

- Group Discussions
- Case Studies, Examples
- Self-Assessments
- Action Plans



*A program designed for the graduates of Front Line Leadership and/or other Leadership programs.*

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Developing leaders to their full potential

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