EFFECTIVE LEADERSHIP DEVELOPMENT®

LMI®
LEADERSHIP MANAGEMENT® INTERNATIONAL
INCORPORATED

RANDY SLECHTA
and
PAUL J. MEYER

EFFECTIVE LEADERSHIP DEVELOPMENT ®

Developing the leadership within your organization

- **Learn the art of delegation and how to exercise authority effectively**
- **Get more done through time management**
- **Handle and prevent problems with people**
- **Train, motivate and develop people to a higher level of productivity**

ONE: Successful Leaders are Made - Not Born

Building on the Base of Success
The Slight Edge®
The Purpose of Leadership Development
The Definition of Success

TWO: Improving Results Through Better Time Management

The Value of Time
Managing Your Time
Managing the Time of Others
Maximizing Time Use
The Benefits of Time Management

THREE: Exercising Authority Effectively

The Source of Authority
A Positive Approach to Discipline
Planning, Preparing, and Preventing
Accountability
Taking Corrective Action
"Tell Me About It" Coaching Process
Handling More Serious Problems

FOUR: The Art of Delegation

What is Effective Delegation?
Attitudes for Delegation
Levels of Delegation
Feedback on Performance
Upward Delegation

FIVE: Effective Communication is a Leadership Essential

Communication Really is a "Two-Way Street"
Communicators Are Made Not Born
Understanding Yourself
What Motivates People
Attitudes for Improving Communication Skills
The True Value of Downward Communication
Upward Communication Is a Win-Win

SIX: Motivating People to Produce

Understanding Motivation
Traditional Methods of Motivation
Attitude Motivation
Using the Power of Informal Groups
Developing a Motivation Plan

SEVEN: Preventing and Solving Problems

Opportunity in Every Difficulty
An Ounce of Prevention
Attitudes for Problem Prevention
Defining the Problem
Separating Organizational and Personal Problems
Productive Handling of Problems Involving People
Dealing with Irrational Behavior

EIGHT: Developing People's Potential

The Key to Increased Productivity
Training and Developing the Right People
The Benefits of Training and Developing People
Principles of Learning
The Development and Training Process
Your Attitude Toward Training and Development
The Manager and the Bottom Line