

Leadership for Results – Phase 1

For registration information contact Winnie Chan, Senior Conference & Training Coordinator of The MEARIE Group, at 905-265-5332, email wchan@mearie.ca

Course Summary & Objective:

Penny Charette, Facilitator

The Leadership For Results courses are a series of modules delivered over 4 phases. Each phase teaches critical skills to strengthen leadership development, boost motivation, and increase productivity while leading and supporting the strategic and operational objectives of your company

This year we have updated all of the training materials and program content to reflect current, leading edge training techniques.

Course Outline: Modules for Phase I

The Principles and Qualities of Genuine Leadership

This module introduces six shared basic principles and five critical qualities that create a genuine leader. Participants will learn and practice a set of behaviours that help individuals at every level work more effectively with others. Participants learn how they can use these basic principles to create a collaborative climate where everyone is able to cooperate, share ideas and work toward a common purpose.

Providing Constructive Feedback

In this module, participants learn skills to give constructive feedback in a way that builds openness and mutual respect, and promotes problem solving and learning.

Addressing Emotions at Work

Discover skills for managing emotions in the workplace, helping to prevent runaway emotions, and remaining productive and focused toward organizational goals. An overly emotional response is often a cue that a problem is affecting an employee's ability to work effectively. Participants learn to remain calm and objective, to recover quickly and help others do the same.

Who should attend?

All employees

Date(s): March 4, 5 **Cost:** \$975.00 + GST
Includes materials, lunch and breaks

Course Length: 2 days **Location:** The MEARIE Group

Accommodation Accommodation (see pg. 6) is the responsibility of employer.
Lunch will be provided by The MEARIE Group.



The MEARIE Group – Connecting You To Ontario's Future
Professional and Management Training 2010

Leadership for Results – Phase 2

For registration information contact Winnie Chan, Senior Conference & Training Coordinator of The MEARIE Group, at 905-265-5332, email wchan@mearie.ca

Course Summary & Objective:

Penny Charette, Facilitator

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Course Outline: Modules for Phase 2

Listening in a Hectic World

Learn to make conscious and deliberate choices about how to focus your time and attention in order to consistently extract what you need from listening situations and opportunities. Participants will learn verbal and nonverbal tips for moving from a reactive to a proactive approach to listening. They observe positive and negative examples of listening behaviour and have the opportunity to practice new skills.

Negotiating Resources for your Team

Build the negotiating skills needed to secure resources for teams. Learn to negotiate solutions that work for all parties involved. In this module, participants learn to analyze, develop and present their ideas in a way that helps them win the necessary support.

Speaking to Influence Others

Consider strategies and approaches for ensuring that what you say to others has the greatest possible impact in the most efficient way. This module increases participants' confidence and skill in presenting their thoughts and ideas. They learn techniques for planning, organizing and delivering results-oriented messages - techniques they can use in situations ranging from informal discussions to formal presentations.

Who should attend?

All employees

Date(s): June 10, 11 **Cost:** \$975.00 + GST
Includes materials, lunch and breaks

Course Length: 2 days **Location:** The MEARIE Group

Accommodation

Accommodation (see pg. 6) is the responsibility of employer.
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Leadership for Results – Phase 3

For registration information contact Winnie Chan, Senior Conference & Training Coordinator of The MEARIE Group, at 905-265-5332, email wchan@mearie.ca

Course Summary & Objective:

Penny Charette, Facilitator

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This year we have updated all of the training materials and program content to reflect current, leading edge training techniques.

Course Outline: Modules for Phase 3

Developing Others

Effective coaching maximizes the performance of everyone associated with an organization - employees, managers, customers and suppliers. By applying coaching skills in the workplace, employees can motivate, guide and support one another in working toward - and achieving - top performance. This module helps participants recognize daily opportunities to coach people they work with and provides the coaching skills they need to bring out the best in everyone.

Resolving Conflicts With Your Peers

While collaboration contributes to improved performance, it also can reveal new opportunities for conflict. Consequently, employees at every level need to be able to deal with conflict. This module gives participants the skills to turn conflict into opportunities to achieve positive, productive results. Participants identify their typical approaches to conflict; explore the pitfalls common to dealing with conflict in today's organizations; and using a situation from their own work, practice the specific skills they use on the job.

Activating Change, Individual Contributors

This module provides an approach to navigating change – an approach that people in any organization can use effectively. Participants explore skills that help them deal with change both individually and interpersonally, and they develop strategies to deal effectively with a change that's difficult for them.

Who should attend?

All employees

Date(s): September 16, 17 **Cost:** \$975.00 + GST
Includes materials, lunch and breaks

Course Length: 2 days **Location:** The MEARIE Group

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Leadership for Results – Phase 4

For registration information contact Winnie Chan, Senior Conference & Training Coordinator of The MEARIE Group, at 905-265-5332, email wchan@mearie.ca

Course Summary:

Penny Charette, Facilitator

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This year we have updated all of the training materials and program content to reflect current, leading edge training techniques.

Course Outline: Modules for Phase 4

Correcting Performance Problems

This module provides modeling and practice in how to address recurring performance problems. It focuses on discussions that are necessary after less formal feedback and coaching have failed to result in a turnaround as well as how to build motivation that will result in improved performance.

Giving Recognition

Today's cross-functional work environment requires everyone – not just managers and supervisors - to give recognition to peers and even those outside the organization in order to create and sustain a productive workplace. In this module, participants discover that recognition is a powerful tool everyone can use to build better working relationships and encourage others.

Delegating for Shared Success

In today's work environment, everyone must assume greater responsibility for managing their own tasks. The activities in this module provide the skills to participants to enable them to learn the approach to use for delegation success through planning, clear communication, and effective follow-through.

Who should attend?

All employees

Date(s): November 11, 12 **Cost:** \$975.00 + GST
Includes materials, lunch and breaks

Course Length: 2 days **Location:** The MEARIE Group

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