PERSONAL **LEADERSHIP**™

# Foundational Skills for All Leaders-in-Waiting

## BUSINESS ISSUE

In order to successfully lead others, individuals must first have their own personal leadership skills. Personal Leadership is a series of six training modules designed to enhance an employee's personal abilities in the areas of: building relationships, planning and time management, communicating and listening, conflict resolution, stress management, and team skills. Participants will gain increased focus, improved efficiency and effectiveness, and the ability to deliver on their accountabilities. By combining valuable functional skills with the skills of personal effectiveness, sustained success is achieved.

## BUSINESS IMPACT

- Employees who are self-aware and insightful

- Employees who take an active interest in personal and professional growth

- Employees who are prepared to solve relational conflicts and communication issues in a healthy and effective manner

## THE DETAILS

- Designed for frontline employees with no direct reports

- All modules include: experiential learning, self-assessments, small and large group work and discussions, practice, and application

- Takes place over a 6 -12 month time period, where participants attend one session monthly or bi-monthly

BUILDING EFFECTIVE
**RELATIONSHIPS**

TAMING
**TIME**

COMMUNICATING
**AND LISTENING**

TEAM
**SKILLS**

MANAGING
**CONFLICT AT WORK**

UNDERSTANDING
**STRESS**

EAGLE'S
FLIGHT ™