



## Manufacturing Leadership Development Series

Today's leader must be versatile and adaptable. Effective leadership results in everything from increased workplace productivity and employee retention, to improved succession planning and, ultimately, a better bottom line.

This training is designed for department heads, front line supervisors, team leaders and coordinators whether they are new to the position or have been in a leadership role for years. The seven (3hr) module course can be delivered according to your business needs.



### Summary of Course Objectives:

- ▲ Develop awareness impact on all associates and provide leaders with the tools required to earn and maintain trust, respect & credibility;
- ▲ Why setting goals are important and the common causes of not achieving your goals;
- ▲ Differences between coaching and mentoring and learn how to give constructive feedback;
- ▲ Review stages of team development and recognize where you are at present;
- ▲ Assess your level of emotional intelligence and understand it's link to leadership success;
- ▲ Understand conflict and the various sources and learn a model for managing conflict;
- ▲ Enhance your delegation skills and develop methods to keep team members focused on the end result.

# Manufacturing Leadership Development Series

## Module 1: Trust, Respect and Credibility

- ▲ A key component of our Leadership Training Series, this module serves as the foundation for establishing high performing leaders and defines the relationship between trust, respect and credibility, covers the importance of follow up and honoring commitments, provides tips for gaining trust and reviews the five dysfunctions of a team – how lack of trust will inhibit execution.

## Module 2: Goal Setting and Execution

- ▲ All leaders must be able to establish goals and create a vision for how their teams can achieve individual and team goals that are integrated into higher level corporate goals. This module reviews creating SMART goals and prioritizing and developing action plans. It also introduces the 4 Disciplines of Execution and discusses self-motivation and time management.

## Module 3: Coaching and Mentoring

- ▲ Coaching and mentoring comes in multiple forms and both are critical to the success of strengthening your team and building a solid succession plan for key leaders. This module defines and explains how to coach and mentor, how to set appropriate goals and coaching to achieve those goals, how to overcome common obstacles and develop a coaching plan and provide feedback.

## Module 4: Team Work and Team Building

- ▲ Teams are typically comprised of people with diverse ideas and backgrounds and will always outperform individuals when leaders understand how to build these teams and leverage the strengths of all team members. This module defines types of teams and the typical roles and responsibilities associated with each and discovers problem solving as a team.

## Module 5: Emotional Intelligence

- ▲ Leaders are faced with many situations and must learn to remain calm in the face of adversity and stay sensitive to the needs of direct reports, peers and authority figures. This module reviews self-awareness and self-management, how to manage your emotions, and understand others' emotions and how to manage in the workplace.

## Module 6: Conflict Resolution

- ▲ Wherever two or more people come together, there is the possibility of conflict. This module gives participants a six-step process that they can use to modify and resolve conflicts of any size. Participants will also learn crucial conflict resolution skills, including disagreeing diplomatically and using the Agreement Frame.

## Module 7: Delegating Effectively

- ▲ It is difficult in the day to day whirlwind to properly delegate and get the results that you are looking for. This module will take you through a step by step process for delegating effectively. Learn how to spend your time as a leader more productively and understand “SIMPLE” delegation methods.

