



Presented by:

SkillPath
SEMINARS

A one-day workshop guaranteed to sharpen your leadership skills and boost your team's productivity

Inside:
6 skill-packed sessions for meeting your teambuilding challenges

Coaching & Teambuilding Skills

for Managers and Supervisors



How to inspire commitment, teamwork and cooperation

We're coming to your area ...

To enroll:

Call toll-free **1-800-873-7545**,
online at www.skillpath.com



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SkillPath Seminars

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Workshop Outline

PROGRAM HOURS:
9:00 a.m. to 4:00 p.m.

The one-day way to coaching and teambuilding success

Perhaps you don't think of yourself as a coach and team leader, but consider this:

If you supervise others, if you're responsible for getting results from the efforts of a group of people, then you're in charge of a *team*—and the team's success depends on your ability to motivate ... support ... train ... give feedback ... reward. In short, to lead your people to achieve objectives.

That's no small endeavor—so, when we developed *Coaching and Teambuilding Skills for Managers and Supervisors*, we knew we wanted it to be loaded with practical ideas that really work to generate action and results from *group* efforts. This is your prime opportunity to gain vital teambuilding expertise—both *people* skills and *technical* skills, guaranteed to make your team more cohesive, more highly motivated and more productive. There's not a moment of dry philosophy in the entire day ... just loads of practical information, job-tested and proven to work.

Enroll today! Call our toll-free number **1-800-873-7545** or enroll online at **www.skillpath.com**. For only \$199, it's going to be the most valuable day you've ever spent.

You'll leave this seminar with a teambuilding action plan you can launch the very next day. And we guarantee you'll see measurable results at 6 critical points:

Point 1: You'll know how to build a team that gets results

Point 2: Your team will grumble less and work more

Point 3: You'll spend less time on discipline, more time getting the job done

Point 4: You'll have the tools to guide your team to success

Point 5: Your meetings will be focused and productive

Point 6: You and your team will be recognized by the organization

Putting together a team that gets results

You'll start by learning the secrets master coaches use to hire the right people, get them on board with the big picture and bring them together to create a "dream team."

- See the important differences between a *team* and just a *work group*—and 8 reasons why a *team* gets better results
- The ideal mix: 3 complementary personality types that help to make your team run smoothly
- The 4 common characteristics of top-performing teams
- 10 ways to sell your organization to a job applicant you want

Inspiring others to reach high and succeed

Discover how to get the most out of each day by getting to the root of employee mistakes, eliminating team conflict and building a blueprint for you and your team to creatively solve problems together and take your success to new levels.

- 5 rewards workers love that you probably haven't considered
- When discipline is necessary: 8 steps for turning *punishment* into a *plan* for improved performance
- 4 ways to bring absenteeism under control
- When an angry confrontation seems unavoidable—7 steps for keeping it under control and achieving a positive outcome
- An 8-part plan for helping your workers accept change

Continuing Education Credit: SkillPath offers Continuing Education Credits based on program length and completion in accordance with the National Task Force for Continuing Education guidelines for attendance at our seminars (save this brochure and your Certificate of Attendance). Our courses may also qualify for other continuing education credits based on the content and specific credit hours awarded for each topic. Please contact your professional licensing board or organization to verify specific requirements. You may also contact us at 1-800-873-7545 for additional assistance. This course qualifies for 6 contact hours.



On-site training and keynote speaking . . .

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.

We're coming to your area . . .

Polishing your leadership skills

Boost your toolbelt with the critical skills all great leaders share, from decision making and delegating to discipline and feedback, so your team members will know what is expected of them and how they're doing.

- A method guaranteed to stop reverse delegation
- The secret to recognizing when your employees really *are* overworked
- How to pinpoint weak spots where training would help your team
- How to get your employees to buy into the company's goals
- The surprising *disadvantage* of focusing strictly on results

Meetings that trigger action

Whether it's one-on-one or in a group, learn how to determine what kind of meetings to hold—and ensure they're necessary, productive and get the real results you're looking for.

- 4 kinds of problems that should never be discussed in a meeting
- The "100-mile rule" and "jamming"—sure-fire ways to run productive meetings
- Strategies to get meetings off to a fast, productive start and overcome stubborn roadblocks to progress in meetings
- Preventing one strong personality from dominating—and how to coax non-talkers to participate in meetings

Becoming a team leader famous for results

Learn from the fatal flaws of failed coaches—how to recognize and avoid them to make sure your team is always on the right track, working toward company goals and possessing a profitability mindset that is recognized and acknowledged up the ladder.

- Participative/authoritarian—how to choose the management style that will get results
- A 5-minute quiz to rate your coaching skills
- The "onion patch" strategy: Getting the higher-ups to stand behind you
- How to regain control quickly when you've been away from work
- How to sell your team on itself to build real pride and professionalism
- Office politics: Whether you play the game or not, you'd better understand the rules

Putting it all together

Learn how to take what you've learned in this seminar and put it to work immediately—apply your new skills of teambuilding, employee motivation, leadership and project management . . . beginning the very next day on the job!

IT'S EASY TO ENROLL

ONLINE: Enroll online at www.skillpath.com

BY PHONE: 1-800-873-7545

BY EMAIL: enroll@skillpath.com Please include: Name and mailing address, session you wish to attend, your VIP number as it appears on your mailing label, approving manager and billing information

BY MAIL OR FAX: SkillPath Seminars, P.O. Box 804441
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Cancellations and substitutions.

Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.



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*See inside for complete
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