

Leadership training you need to be a
highly respected and effective team leader

How to Be a More Effective

TEAM LEADER

Great leaders are trained, not born. If you want to lead your team to be the very best it can be, you NEED to build a solid foundation of skills and knowledge that'll help you achieve team excellence. This highly acclaimed, one-day seminar offers you an exceptional opportunity to do just that.

In one exceptional day, you'll learn to ...

- Use smart techniques for providing the "must-haves" of effective teams — trust, cooperation and commitment
- Set the vision that united teams share
- Win total commitment and involvement from your team
- Earn the recognition and respect that effective team leaders have
- Run great meetings that get results — not waste time
- Discover powerful ways to motivate and inspire
- Use "out of the box" creative thinking techniques to solve old problems and create new opportunities
- Turn conflict into an advantage — understand the leader's role with conflict

And much, much more! See inside

This workshop's too good to pass up!

Register now — it'll be your best career investment this year!

Enroll today online at www.NationalSeminarsTraining.com or call 1-800-258-7246.



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We can bring this
**TRAINING
TO YOU**



See page 5.

Our Customers Say It Best!

"How inspired, fired up and grateful I am about having attended today's workshop. Thank You!"

— A. Gardner, Household Department Coordinator
Krip Alu Center

"I picked up invaluable points that will help me be a better supervisor."

— E. Watson, Supervisor
Striker Paper

"Today's workshop was so refreshing! Topics were so well presented that it had me totally refocused — I can't wait to get back to work and start using what I learned."

— G. Taylor, Division Manager
U.S. Steel

"... Filled with great, practical tools."

— K. Pullar, Manager
UNACT

Learn Proven Techniques Top Leaders Use to Make Teams Really Work!

Most team leaders struggle with the same kinds of problems ...

- How do you get team members to get along?
- How do you help your team improve and grow?
- How do you handle conflict and disagreements among team members?
- How do you set team goals ... and gain wholehearted commitment to them?
- How do you make team meetings efficient and productive?
- How do you get new teams off to a good start — and how do you keep existing teams enthused and focused?
- How do you motivate, inspire and create a willingness to go the extra mile?

Top leaders know the answers to these questions ... and after attending this workshop, so will you!

How to Be a More Effective Team Leader incorporates the "best of the best" — the best strategies the most successful leaders use to achieve extraordinary results.

You'll leave with practical answers to the many tough issues you face and equipped with the nitty-gritty know-how needed to lead a team — any kind of team — successfully.

Your confidence as a leader will skyrocket, as will your results! You'll find yourself experiencing fewer struggles and stress immediately. And, you'll establish yourself as a "can do" professional who is recognized and respected for being an exceptional leader ... and whose skills are strong enough to take you anywhere you want to go in your career — even to the very top!

**Enroll with your team and save:
When 3 attend, a 4th attends FREE!
Call 1-800-258-7246 and reserve your place today!**

5 Key Reasons You'll Return to Work a More Effective Team Leader

1 Learn how to build a team that sticks together through thick and thin.

Collaboration, trust and respect: They don't happen by accident. These are essential characteristics that you, as a team leader, must plant, nurture and grow. We'll show you essential "how-to's" for fostering a cooperative, supportive team environment.

2 Generate creative ideas and solutions through the synergistic power of team decision-making.

A team that has strong group decision-making skills knows how to take the initiative to solve its own problems and generate on-target decisions. A team that doesn't wallow in indecision and disagreement. Find out how today's top leaders turn team decision-making into a success-building strength!

3 Become a visionary leader who continually grows your team's talents and expertise.

Teams must be constantly rejuvenated and refocused if they are to continue to be successful. That means you, the leader, have to know when and how to challenge your team to greater achievement ... how to get them to stretch their talents to the max. When you attend *How to Be a More Effective Team Leader*, you'll gain solid strategies for keeping your team growing and improving all the time.

4 Work through team conflict, building strong team relationships in the process.

Unresolved conflict can literally devastate a team. As leader, you must help team members find appropriate ways to air their differences — without personal attacks and unconstructive criticism. It's your job to help team members reach a solution where everyone wins. Learn how at this extraordinary workshop!

5 Fire up your team with a can-do spirit that won't quit.

It's the most important thing that you can do for your team: instill a genuine sense of excitement ... about their jobs, their teammates, their organization. Your team looks to you for motivation — especially when the going gets rough. Learn how to fire them up, creating a positive, "anything's possible" atmosphere.

You should attend if ...

- You are a new team leader who wants to fully understand how experienced leaders get great results
- You are a seasoned team leader who is seeking fresh, new techniques
- Your team is facing specific challenges, and you need solid direction for how to best address and overcome barriers
- Organizational change or other transitions have left your team shaky, and you want to put it back on its feet
- You're an effective supervisor or manager and are ready to move beyond managing to leading
- You find that getting team members to work cooperatively and collaboratively together is a lot harder than you think it should be

Gain solid leadership strategies and practical "how-to's" that guarantee you can keep your team enthusiastic, growing and improving all the time!

YOUR COMPREHENSIVE WORKSHOP AGENDA

Program hours 9 a.m. to 4 p.m.

Registration begins at 8:30 a.m.

1 From Manager to Team Leader: How to Make the Transition With Ease

- 5 qualities of an effective leader: inborn or learnable?
- They never said it would be easy: The conflicting demands of leadership and how to reconcile them
- Separating the managers from the leaders ... and why it's essential you understand the difference
- 7 key areas where exceptional leadership is an absolute must
- When keeping quiet is your strongest leadership tool
- What's your leadership style? Take an intensive self-assessment that may surprise you

2 Building a Team With Vision and Purpose

- 4 classic team structures: Is yours the right one for the job?
- Gaining a clear perspective on your team's effectiveness
- Do your team members make the grade? A self-report card to help them improve
- How to set priorities and keep your team on track
- How to avoid decision traps — 3 steps to group decisions that make sense and stir action

3 Valuing the Individual — Strengthening the Team

- Tips for capitalizing on the talents of a diverse work team
- Communication essentials for building trust, belonging and cohesiveness

- 4 qualities all team members have in common — and 5 differences that may set them apart
- The creativity factor: How to encourage offbeat input and keep fresh ideas flowing
- Spotting your stakeholders and bringing them into the fold for an all-inclusive team

4 How to Lead Meetings That Make a Difference

- 6 new perspectives on meetings that generate surprising results
- 4 ironclad rules that will put power and focus into every meeting you convene
- How to use meetings to reduce anxiety and give your team bureaucratic relief
- The one action you must take before any meeting can be adjourned

5 The Leader's Role in Conflict, Change and Adversity

- "They just don't get it!" How to melt resistance and get the team to do what it's supposed to do
- How to project confidence that inspires your team during change and adversity
- Comfort Zone or Danger Zone? Avoiding a leader's fatal flaw
- Positive strategies for dealing with Bumps-on-a-Log, Know-It-Alls and Clueless Klutzes
- Turning headaches into smiles: Using disagreements to open minds and grow ideas
- How to recognize the signs that a conflict's brewing ... before it gets out of hand!

6 Communication Skills That Net Great Rewards for Leaders

- Now hear this! 5 listening techniques to get your point across and let others feel they've been heard
- Your crucial role in the delicate balance of team give-and-take
- Climate control: Creating an environment that fosters team spirit and productivity
- How to avoid the 6 communication traps that will turn your team off and sabotage your goals
- Constructive backtalk: A positive way to get agreement and commitment from your team

7 Growing Your Leadership Skills ... and Ensuring Ongoing Career Success!

- The first 3 steps of your climb up the ladder of professional development
- How to increase your chances of success — and eliminate the factors of failure
- Visualize your future and make it happen now!
- People, projects and proficiency: managing the "3 P's" of successful leaders
- A checklist for keeping your skills primed and your career on track

Your Risk-Free Guarantee

At National Seminars Group, your satisfaction is our No. 1 priority. That's why we guarantee this workshop will equip you with practical, powerful tools and techniques you can use every day to lead your team to higher levels of productivity and performance. We're so certain you'll benefit from our tips and solutions, we offer a full money-back guarantee. If you're not completely satisfied with our program, let us know and your money will be returned in full. That's your risk-free guarantee.

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TO YOUR
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How can you know for sure if this workshop is really for you?

Take the following self-check to find out!

- Yes!** Are you dealing with team members who don't get along?
- Yes!** Do you sometimes have trouble getting others to follow your lead?
- Yes!** Are there some members of your team who aren't pulling their own weight?
- Yes!** Do you ever have trouble gaining buy-in to team goals?
- Yes!** Do you ever have to deal with would-be "solo stars" whom you need to be team players?
- Yes!** Do you wonder how you could structure your team for peak effectiveness?
- Yes!** Do you ever have trouble overcoming team member resistance to change?
- Yes!** Would you describe your team as diverse (i.e., a mix of ages, gender, race, ethnicity, physical abilities, etc.)?
- Yes!** Do some of your meetings turn out to be far longer and far less productive than you'd hoped for?
- Yes!** Do some team members not fully understand and accept their roles on the team?
- Yes!** Does your team sometimes have trouble reaching agreement when opinions are split?
- Yes!** Do you ever get frustrated because you simply can't get others to work cooperatively and supportively as a team?

The more "yeses" you checked — the more this workshop will benefit you!



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Time-Sensitive Material

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We can bring the TRAINING TO YOU
See page 6

VIP #919-118101-001

The #1 seminar for team leaders is coming to town!
See dates and locations on page 7.

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Essential training for any leader who needs to inspire a team to collaborate more effectively and achieve more!

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