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COACHING AND MENTORING SKILLS FOR LEADERSHIP SUCCESS

Forward-thinking Ideas for Results-focused Leaders

You can't afford to rely on mere supervisory skills to be an effective leader. To achieve phenomenal results, you **MUST** become an effective **COACH** and **MENTOR**.



Enroll at NationalSeminarsTraining.com/CMSM or call 1-800-258-7246.

Wanted: **LEADERSHIP SUCCESS** Required: **STRONG COACHING AND MENTORING SKILLS**

The keys to leadership effectiveness today: Coaching and mentoring

The old rules of management and supervision simply don't work with today's complex workforce. That's why the most effective leaders in America now rely on the power of coaching and mentoring to lead their teams to success. Our skill-packed, one-day workshop **Coaching and Mentoring Skills for Leadership Success** is guaranteed to build your know-how in these all-important leadership skills—and to help you be a more effective leader, starting immediately.

Coach your way to phenomenal team results

You need expert coaching techniques to ensure your team members know their positions, fully devote their talents to the task at hand and support their teammates—pulling together to meet even the toughest goals. Through effective coaching, you'll build loyalty and trust by making every team member feel valued and appreciated. And you'll know exactly how to coach your underperformers, inspiring them to become strong contributors.

Take your employees' skills to the next level through mentoring

Effective mentoring is also vital to your leadership success, and you're guaranteed to learn it here. It's through mentoring that your most valued employees can realize their full potential and take their skills to the next level. Great talent is hard to find and harder to keep—and mentoring improves employee retention, as individuals who are growing and developing on the job are less likely to leave.

Serious about leadership success? Don't miss this opportunity ...

If being a highly successful leader is important to you, you cannot afford to miss this opportunity to learn expert coaching and mentoring techniques. This intensive workshop is the fastest, easiest way possible to master these crucial, career-boosting skills—and to supercharge your team's performance.

Take the first step toward greater leadership effectiveness by enrolling in this program today and get ready to achieve exceptional results through your team!

Enroll online at
NationalSeminarsTraining.com/CMSM
or call **1-800-258-7246**.



WHO SHOULD ATTEND?

- Managers and supervisors at all levels
- Team leaders
- Business owners
- Anyone in a position of authority who wants to get better leadership results

6 BIG REASONS

to Enroll in This Workshop Right Now!

1. Solve real-world problems you face every day as a leader

The practical coaching and mentoring techniques you'll master will immediately improve your effectiveness in dealing with recurring issues like tardiness, personal problems affecting work, absenteeism, excuses, burnout and so much more.

2. Mentor employees to grow their skills to the next level

The secret to developing employees is mentoring, which is why you'll learn essential how-to's for becoming a strong mentor, plus tips for avoiding common mentoring pitfalls. Help your people take more initiative, plan for their development—and watch them grow!

3. Coach a team of motivated, productive winners

With the expert coaching tools and how-to's you'll gain, you'll inspire your team to strive for excellence, not settle for mediocrity. You'll know the secret to making people feel valued and appreciated, which will help you build a loyal team of winners who'll give you their all.

4. Create a high-energy environment where cooperation flourishes

Say good-bye to so-so teamwork and flagging morale! The coaching and mentoring skills you'll learn will help you establish a high-energy, super-positive environment that fosters teamwork and is focused on results—despite distractions and chaos in the workplace.

5. Boost performance through effective feedback

Effective feedback is the foundation of successful coaching and mentoring. Learn an easy, step-by-step method for providing feedback to team members in a way that results in positive behavior change and growth, rather than anger and resentment.

6. Become a confident, effective leader who earns respect

Understand what it takes to lead your team to achieve extraordinary success, and you'll possess the coaching and mentoring skills you need to get the job done. Soon, you'll be known as a highly respected leader who inspires effective teamwork, motivates employees to peak performance—and gets exceptional bottom-line results.

Your satisfaction is 100% guaranteed!

Time is money, and we won't waste yours! ***Coaching and Mentoring Skills for Leadership Success*** is packed with tips, techniques and ideas that will help you handle your job confidently and professionally. We're so certain you'll be amazed with the results you'll see from this powerful seminar that we guarantee it 100%. If you're not completely satisfied with the return on your investment, we'll refund every penny of your enrollment fee. GUARANTEED!



This Seminar Is Also Available on Demand

Coaching and Mentoring Skills for Leadership Success

is now available on demand—which means you can learn where you want, when you want. Your paid enrollment in the on-demand seminar entitles you to one full year's access to this seminar training.

Interested in building your skills today? Then consider our on-demand training. Call **1-800-258-7246** or order online at **NationalSeminarsTraining.com**.

Item #M99016

Your on-demand access to the seminar is available for an individual; group training programs are available.

When three enroll from your organization, the fourth attends FREE!

Enroll at NationalSeminarsTraining.com/CMSM or call 1-800-258-7246.

YOUR COMPREHENSIVE WORKSHOP AGENDA

Workshop Hours: 9 a.m. to 4 p.m. Registration begins at 8:15 a.m.

Essential Skills for Effective Leaders

- Critical qualities all successful leaders must possess
- Your unique leadership style: Recognizing your strengths and limitations
- Understanding the crucial differences between managing and leading
- The secret to making your employees feel valued by you and the organization

Coaching Employees to Peak Performance

- Keys to effective coaching
- How-to's for establishing a more positive, energized work environment
- Different coaching approaches for different employees
- Better-than-money motivation techniques every leader should know
- Using the "Plan of Action" chart to keep individuals focused on the task at hand

How to Coach Underachievers to Success

- Recognizing the reasons for employee mistakes and frustration
- How to handle the most common employee problems
- Steps for discussing performance issues effectively in a face-to-face meeting
- Understanding your role when an employee brings personal problems to work
- Holding employees accountable—the bottom line in dealing with underachievers

Mentoring Team Members to Take Their Skills to the Next Level

- Why the best leaders are also strong mentors
- Essential how-to's for successful mentoring
- Common mentoring mistakes and how to avoid them
- Empowering employees to tap their personal strengths to exceed your expectations
- How to plan for each employee's continuous development

Communication Techniques Every Leader Must Master

- How to give clear, precise instructions that can't be misunderstood
- Steps to providing feedback that results in positive change, rather than anger and defensiveness
- Improving your listening skills—and doubling your effectiveness
- What-to-say-when tips for lessening—or even preventing—verbal attacks
- Strategies for keeping the lines of communication open

Using Coaching and Mentoring to Create a Stronger, More Effective Team

- Techniques for building trust and mutual respect
- Power tips for boosting cooperation and teamwork
- How to keep your team up and energized under pressure, crisis and change
- 4 ways to overcome the "inherited employee" syndrome
- Spotting employee burnout before it's too late—and how to help



Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at **NationalSeminarsTraining.com/CorporateTraining** or contact a training specialist at **1-800-344-4613**.

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The use of this seal confirms that this activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

It's a no-brainer: The more talented your staff is, the better your results will be—and the further you'll go in your leadership career.

Too often, otherwise good managers ignore the concept of mentoring, and they pay a heavy price. Because they don't help their team members take skills to the next level, such managers stagnate in their positions while leaders who effectively mentor their people move ahead.

To keep growing as a leader today, you've got to plan for the continuous development of your staff members. This workshop will arm you with easy-to-apply mentoring techniques that will help you realize the full potential of the people you lead. And the better they perform, the better you look as their leader!

IT'S EASY TO ENROLL!



Register online at
NationalSeminarsTraining.com/CMSM



Call toll-free 1-800-258-7246

REGISTRATION INFORMATION

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group discount: When three enroll from your organization, a fourth may attend for FREE! Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

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Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

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.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

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Forward-thinking Ideas for Results-focused Leaders



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