



## Improving How People Get Their Jobs Done And How They Work Together.

---

### > Accelerating Leadership Impact – 8

**WHO: FOR THOSE WHO SUPERVISE OR MANAGE OTHERS FORMALLY, OR FOR THOSE WHO LEAD AND MANAGE PROJECTS.**

**WHAT: IMPROVE THE CAPABILITY OF PARTICIPANTS TO MANAGE THEMSELVES AND LEAD OTHERS MORE EFFECTIVELY.**

Participants increase their self-awareness, learn to get more done with less, enhance their communication, improve the engagement and motivation of their people, handle increased task loads more effectively with less stress, and get overall better results.

#### **BECOMING ADEPT**

- Reviewing the Attributes of Effective Leaders.
- Understanding Timeless Success Principles.
- Managing Personal Transformation.
- Charting Your Individual Course.

#### **GETTING FOCUSED**

- Reviewing How Your Time is Used.
- Understanding the Power of Focus.
- Defining Your Focus Areas.
- Employing a Management System.

#### **ACHIEVING OBJECTIVES**

- Handling Interruptions.
- Managing Communications and Information.
- Organizing Your Workspace.
- Syncing Your Priority Management System.

#### **COMMUNICATING FOR RESULTS**

- Reviewing the Trap of Assumptions.
- Understanding the Impact of Your Communication Style.
- Insuring You are Understood.
- Understanding and Applying a Listening Model.

#### **STRENGTHENING YOUR LEADERSHIP ROLE**

- Understanding Team Leadership.
- Viewing Your Team From the balcony.
- Evaluating Your Current Roles.
- Setting Goals for Leadership Roles.

#### **IMPROVING TEAM PRODUCTIVITY**

- Transforming Compliance to Commitment.
- Understanding Your Team Building Attitude.
- Developing the Steps to Empowerment.
- Applying Situational Leadership.

#### **LEVERAGING THE POWER OF FEEDBACK**

- Understanding the Significance of Feedback.
- Eliminating Your Feedback Gaps.
- Realizing the Characteristics of Effective Feedback.
- Practicing Effective Feedback.

#### **STRATEGICALLY SOLVING PROBLEMS**

- Using a Problem Solving Matrix.
- Getting to the Root Cause.
- Tackling the Problem Strategically and Practically.
- Reviewing Progress on Goals.
- Making the Leadership Commitment.

*Program typically includes: Guided facilitation of eight sessions (either virtually or on-site); printed workbook; goal assessments; personality and management profiles; ADEPT Leadership® 360 feedback; personal tracker; and applied work assignments and tools on the ADEPT Learning Experience Platform.*

---

**Call 407-660-5757, email [info@adeptleadership.com](mailto:info@adeptleadership.com), or visit [adeptleadership.com](http://adeptleadership.com) to start the conversation.**