

Methodology:

We believe learning should be fun, and we design all our seminars with the adult learner in mind. You can expect us to:

- Make every session innovative, comprehensive, and motivational.
- Adapt to the uniqueness of each class.
- Use realistic examples and case studies.

Instructors:

Wilma Randall

Wilma holds a B.S. in Education, Training and Development and has achieved her national professional certification through the American Society for Training and Development. She designed, developed and implemented a comprehensive, year-round training program for a major non-profit organization; the program is now used as a model in that sector. Wilma has served on numerous local, state and national boards of directors, and she has a Masters Degree in Organizational Development.

wilma@trainwithpds.com

Lori Hoppes

Lori specializes in interactive learning in adult education through confident and animated presentations. She is a Certified Challenge Course Instructor and holds a B.S. in Education, Training and Development. Lori's background includes designing, coordinating and delivering training programs and seminars across a wide range of venues.

lori@trainwithpds.com

**I am not afraid of storms, for
I am learning how to sail my ship.**

- Louisa May Alcott

**Service makes the difference in
competitive advantage.
Discover how *Professional
Development Specialists* will
make a difference for you.**

***Making change happen one organization
at a time.***

9200 Snowberry Drive
Oklahoma City, OK 73165-9730
(405) 249-5051
(405) 210-3780
www.trainwithpds.com

Leadership Techniques

Offered by



**Professional Development
Specialists, LLP**

9200 Snowberry Drive
Oklahoma City, OK 73165-9730
(405) 249-5051
(405) 210-3780
www.trainwithpds.com

Leadership Techniques

Purpose:

Women and men who possess unique, creative and effective leadership characteristics are being recognized in today's diverse business climate as valuable resources with vast potential.

Leadership Techniques helps you discover the right tools, techniques, and attitude to develop your innate talents into strong leadership skills. Learn how to hone those skills and use them to maintain leadership status.

You will learn to:

- Use the leadership characteristics of compassion and collaboration to get the job done.
- Use communication techniques that help you influence and motivate people.
- Achieve organizational goals through the use of leadership tactics, plans, and relationships.
- Develop and articulate your vision for the team.

You will receive:

- Job aids you can use to maintain leadership status.
- A bibliography of suggested reading materials.

You will:

- Interact and network with your colleagues.
- Learn by doing.
- Develop an action plan to uncover and utilize your leadership potential.

Objectives

- **Recognize leadership characteristics and paradigms.**
 - **Distinguishing between management and leadership.**
 - **Finding and using your personal power.**
 - **Discovering how leadership characteristics can dissolve barriers to change.**
 - **Identifying techniques for calmly dealing with challenging people and circumstances.**
- **Identify the components of effective communication.**
 - **Keeping the lines of communication open.**
 - **Using the D.E.S.C. method to get results.**
 - **Giving, receiving, and using feedback.**
 - **Listening effectively.**
- **Implement leadership tactics, plans, and relationships.**
 - **Becoming a more dynamic speaker and creating polished presentations.**
 - **Conducting productive meetings.**
 - **Making effective decisions and selling them to others.**
 - **Setting and achieving goals – both personal and professional.**
- **Sharing your vision.**
 - **Projecting self-confidence without being “pushy.”**
 - **Overcoming negativity and resistance.**
 - **Balancing power effectively.**
 - **Mentoring to enable organizational progression.**