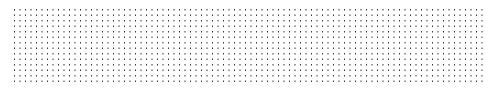
## **Applied Leadership & Management Skills**

Learn how to become an effective leader and manager in a business setting. This class covers different leadership and communication styles and techniques for managing a team with confidence.

Group classes in NYC and onsite training is available for this course. For more information, email <u>corporate@nobledesktop.com</u> or visit: <u>https://www.nobledesktop.com/classes/leadership-management</u>





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## **Course Outline**

## Part 1

- · Identify the biggest issues that leaders in the workplace face
- Identify and unitilize effective communication techniques in order to effectively communicate via email, during presentations, in meetings, and during one-on-one conversations
- Understand how human beings use a range of personality modes in a variety of different situations, and how to master the best approach with each
- · Learn how to effectively explain things using principles of brain-based learning
- · Learn to communicate goals, feedback, and performance expectations clearly

## Part 2

• Understand how to set goals

Identify blocks that we commonly experience in putting goals into action and how to get rid of those blocks

- · Effectively manage conflict in a constructive manner
- · Work efficiently with people who seem difficult
- · Learn effective behavioral strategies to deal with a range of different behaviors within the work environment and beyond
- · Learn time management techniques in order to get it all done, especially in environments where distractions seem to rule the day
- · Learn a series of creative thinking techniques to solve problems
- Enhance public speaking and presentation skills for effective leadership communication Learn to convey messages clearly and inspire audiences