

On Target Seminars

Presents a special 2-day seminar



The

*On Target Leader*TM



12 Essentials of Dynamic Leaders

Seminar Overview

By the end of this session you will possess the keys to unlock the potential of your team members. You will be better prepared to inspire and motivate your employees, influence and persuade others, communicate more effectively, respond to and resolve conflicts, and build true team spirit and guide your team to greater success.

The *On Target Leader*TM program provides solid information, tools and techniques that will help participants immediately improve their personal leadership skills and practices. This two-day workshop will help the smart professional manager, supervisor or team leader sharpen his or her leadership skills

This course is designed for the busy leader who can take clearly stated ideas and concepts and apply these to his or her specific job situation.

Houston ■ Chicago ■ Las Vegas ■ San Diego

This seminar can also be conducted on-site.

Leaders Get Things Done!

Leaders get things done by influencing the attitudes and behaviors of others. The On Target Leader program provides individual leaders with the critical knowledge that will enable them to be most effective at guiding and influencing the behavior of others – especially those that they manage and lead. In this session, leaders will gain insights into how to respectfully lead, guide, direct, motivate, correct and challenge employees to work effectively towards their shared goals.



In this session, you will get an opportunity to conduct several private self-assessments. In addition, you will gain leadership insights derived from some of the best leadership thinkers of our time as well as insights gained from other leaders who have attended our past sessions. Of course, some of the best insights will certainly come from the other participants during one of our many Best Practices discussions.

You will learn:

- Your leadership strengths and areas for improvement
- Your personal communication style and how to use this to your advantage
- How to recognize and respond to other communication styles
- How to adapt your leadership and communication styles to each employee and each situation
- The five conflict response strategies and when to use them
- How to recognize and neutralize common conflict triggers
- To build true team spirit and to guide your team towards greater success
- To provide constructive performance feedback and to set stretch goals with individual team members



Who should attend this seminar?

- Supervisors
- Managers
- Team leaders
- Anyone who leads a work group or will do so in the near future



This program will kick-start your thinking by providing stimulating concepts and ideas that have worked successfully for others. In the space of two days, we will cover 12 Essentials of Leadership.

Seminar Topics: The 12 Leadership Essentials

- **Three Leadership theories** and how to apply these to your real world leadership position
- **Proactive Leadership:** Working in your Influence Circles
- **Self-Knowledge:** Your Personal Checklist of Leadership Attributes and skills
- **Communicating With Style!** Understanding and Adapting to the five styles
- **Seven Powerful Communication Actions** that build rapport and reduce barriers
- **Your Feedback Windows:** Giving and receiving feedback
- **Five Conflict Strategies**
- **Ten Conflict Triggers** and how to avoid them
- **Building Trust:** Cornerstone to individual and team success
- **Five Stages of Team development**
- **Proper uses of Power** and understanding the Six Power Bases available to the leader
- **Coaching:** Guiding the employee through the five steps of the Behavior Changing Process.

This program is a catalyst to spark change and improvement. Our programs provide information, tools and techniques that can be used effectively outside the classroom – back on the job where your performance really counts.

Enroll Today!

Houston, TX February 22 & 23	Chicago, IL March 29 & 30	San Diego, CA April 16 & 17	Las Vegas, NV April 19 & 20
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Your tuition includes:

- A dynamic, two-day, goal-focused, outcome driven program
- ***On Target Leader's™ Guide to Success Workbook***, a 200+ page guide that can also be used as a reference resource back at your job.
- Your own personal Effective Leadership Profile
- Your Communication Style Self-Assessment
- Your Leadership Action Planning Guide

Each participant will receive a copy of the ***On Target Leader's™ Guide to Success Workbook***. Each topic presented during the program is summarized in this easy-to-use workbook and it is designed to be used a quick reference back at the job.



Special Bonus 1

Self Assessments: Built into this two day session is an opportunity to learn more about your personal leadership effectiveness and communication style. You will use two self-scoring instruments to gain a greater and more precise understanding of both your strengths as well as areas of possible improvement.

Special Bonus 2

You will also receive your own personal copy of the best selling book:

Learning to Lead, A Workbook on Becoming a Leader, by Warren Bennis and Joan Goldsmith

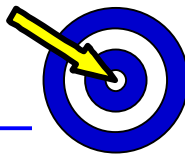
Tuition information:

- 1 or 2 team members \$699
- 3 to 6 team members \$649
- 7 or more team members \$599

Registration includes breaks and lunch both days.

Cancellation policy

Registrants who are unable to attend may transfer their registration to another person or to another On Target Program date. Cancellations must be received no later than seven days prior to the scheduled session in order for a refund to be issued. On Target reserves the right to make changes to faculty and programs, or to cancel programs if enrollment goals are not met or for any other reason. If a program is cancelled for any reason, On Target's liability is limited solely to the refund of the program fee.



Registration: *On Target Leader*TM

To register, please print and complete the following form and fax to **713-729-1486**. For additional registrations, please duplicate this form. To speak to us directly, please call 713-729-7149.

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Which Date/Location: _____

Payment Method

Charge my credit card.

Card Type: ____ Visa ____ Mastercard ____ Discover ____ AMEX

Cardholder's name: _____

Card Number: _____ Expiration Date: _____

Total Amount: \$ _____ Signature: _____

Or . . .

Check enclosed Amount: _____

To pay by check, please print and mail form and check to:

On Target Seminars
P.O. Box 35136
Houston, TX 77235-5136

Are there more than these twelve essentials?

Absolutely! But since we have just two days, we want to focus on the things that you can do that will have ***an immediate positive impact*** on your leadership effectiveness.

For a listing of other leadership, supervisory, team building and communication topics, please visit our website at www.ontargetseminars.com or call us at 713-729-7149.

Your Seminar Leader:

Rick Rumford, founder of On Target Seminars, has 26 years of training experience. His training sessions are energetic, innovative, challenging and fun. His easy-going, interactive style keeps participants interested and engaged. Each training session is packed with information, practical ideas, and useful tools. Participants can expect to participate in small group discussions, personal assessment activities and fun interactive activities.

Schedule an in-house training seminar

Our leadership and teambuilding seminars are designed to motivate and empower your people to make positive changes in their work performance. Our sessions challenge them to expand their thinking and to look for ways to build upon their strengths as well as to identify areas where a personal improvement strategy would benefit them and the organization.

Our in-house training workshops can be easily and cost-effectively customized to meet your specific training needs and/or issues.

By sponsoring in-house training workshops, you'll send a signal through your organization that you're serious about productivity and teamwork. More importantly, you can provide training that targets your specific issues in a manner that is most likely to result in the necessary behavior changes.