

Leadership and Teamwork

Leadership and Teamwork is an innovative and effective way to improve leadership, supervisory and coaching skills, increase teamwork and cooperation, and drive tangible business results throughout your organization.

The Product

Documenting measurable performance improvements and business results from training is becoming increasingly important to businesses focused on growth and continued success. To get this kind of verifiable success, you need a higher-powered training program that combines technical and interpersonal skills to produce measurable business results. We recommend **Leadership and Teamwork**.

1. The skills are drawn from award-winning leadership, teamwork, sales and service programs with proven track records.
2. The skills are **measurable**, not vague, soft or fuzzy.
3. The skills yield immediate return-on-investment outcomes, guaranteed.

When was the last time you saw measurable increases in people's sheer competence as a result of training? When was the last time you saw greater profit as a direct result of training?

You will see it with **Leadership and Teamwork** because it already has a track record for producing those outcomes.

Integrated Skills

Managerial Leadership: Leading others, implementing change, performance coaching, evaluating and supporting others, conducting meetings, handling people problems, motivating, delegating and more.

Teamwork: Creating effective, conflict-free work groups, communicating, discussing and implementing ideas, creating more open, cooperative and active work groups.

Coaching: Improving the performance of others.

Influencing: Influencing others for greater interpersonal and organizational success.

Sales and Service: Diagnosing and solving problems, positioning solutions and serving customers, both internal and external.

Leadership and Teamwork is designed to be highly interactive; all the skills are illustrated and then practiced using real business issues, ideas and recommendations. The program isn't "taught." It is coached while people are in a special work session focused on implementing real work. So you see if the skills make a difference – immediately!

Specific and specialized coaching prepares people to succeed at leadership, teamwork and implementing their ideas. The participants become actively engaged in coaching each other. So coaching, as a skill itself, is made part of the session.

This is a skill development program that can benefit every member of an organization from work team members to team leaders, from supervisors, managers and change agents to top executives. You'll see greater cooperation, more business improvement ideas implemented, more effective work groups and greater customer satisfaction.

Specifications

The session takes three days or the equivalent. All materials are provided, including seven award-winning video lessons, a Meeting Leader's Guide, a Coaching Kit for each participant and pre-meeting preparation. An ideal group size is 12-20 people. The meeting leader should be a properly certified coach.

Adaptability

Because this program focuses on real work, it is automatically tailored to the issues you want to address. We also offer optional modules for special applications or reinforcement. For example, use the add-on booklet **Leading People for Quality Results** for managers. This booklet shows them exactly how to apply the leadership skills they've learned to supervisory situations.

"Thanks again for a terrific product. Leadership and Teamwork wins 'hands down' when it comes to getting real work results – not just training."

Carol K. Kruse
VP, Org Development and Training
The Worthington Group

"I am a believer in the skills learned at PAR training. This is real; it works; and it pays for itself!"

Michael Wood
Field Training Manager, Intel



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AGENDA

Hands-on Coaching in the Skills of LEADERSHIP AND TEAMWORK

Participants are invited to a real work session to implement real work with their associates. They are asked to bring six to ten business improvement recommendations with them; they will try to get them **implemented** and **measured** for tangible results. During the meeting they will receive special coaching on how to succeed at getting support and measurable results. Some of the coaching is listed below.

Introduction

- ◆ Leadership: An ability, not a job title
- ◆ The Leadership/Teamwork connection: Why entire teams use leadership skills
- ◆ Verify Intuitive skills and logical skill set

What Leaders Listen To That Others Do Not

- ◆ A new look at logic, emotions and decision-making
- ◆ Video-coached examples
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: The ability to tell the degree to which others are following or not following you at any given moment. The ability to accurately read degrees of buy-in or trust.

How Leaders Establish Conversational Rapport Quickly

- ◆ Credibility skills without using artificial techniques
- ◆ Video-coached examples
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: The ability to prove respect for anybody's point of view. . . in a completely honest manner. The ability to dissolve negative views during a leadership or teamwork interaction.

How Leaders Get the Key Facts: Analytical Business Skills

- ◆ Clarifying needs, problems and opportunities in-depth (superior diagnostic skills)
- ◆ Leading others toward targeted solutions
- ◆ Creating open-mindedness
- ◆ Video-coached examples
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: The ability to correctly analyze logical needs and the ability to tailor solutions to individual points of view.

How Leaders Position (Align) Their Ideas

- ◆ Intellectual and empathetic aligning as a personal skill
- ◆ Video-coached examples
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: The ability to "follow" and reason with someone else's point of view. How to position your ideas and solutions factually and emotionally for faster acceptance.

How Leaders Get "Buy-in," Support and Commitment

- ◆ Making yourself easy to follow when negotiating a change in point of view
- ◆ Creating a distinct change in how others think and feel towards your ideas
- ◆ The acclaimed ability to "inspire" confidence in others
- ◆ Video-coached examples
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: The ability to lead (get followers) even in the face of initial resistance. The ability to inspire confidence in others is learned as an explicit skill and proven in implementation.

How Leaders Manage Resistance or Reluctance

- ◆ Using leadership skills in high risk, high resistance situations
- ◆ Video examples of higher degrees of skill
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, coached

Outcome: Increased confidence and competence even in high risk, high resistance situations.

How to Bring about Commitments and Closure

- ◆ Obtaining firm decisions from others
- ◆ Commitments versus agreements
- ◆ Video examples of exact how-to's
- ◆ Skill-building exercises with specialized coaching
- ◆ Real business, entire skill set
- ◆ Measuring results: skills and increased business

Outcome: The ability to obtain mutual commitments instead of maybes. Measurable skills linked to measurable business results.

Advanced Applications

- ◆ Leading People for quality Results
- ◆ Coaching Others
- ◆ Performance Measurement and Appraisal
- ◆ Goal Setting and Planning

Outcome: The ability to replicate the skills in supervisory and coaching situations. The ability to set goals and measure performance and results.

