

Lead First Manage Second February 28, 2007

The government must depend on effective LEADERSHIP. Lead First – Manage Second is designed for the experienced supervisor and individuals in middle management to continue to give them the tools tips and techniques needed to lead in what continues to be one of the most demanding positions in government employment. Whether supervising just one, an entire department or managing a program(s) LFMS is for them.

- Learn to “lead” your employees, and “manage” your resources
- Set the stage for being an “Extraordinary” leader
- Learn how to handle difficult people and situations
- Increase your ability to influence others
- Your success depends on solid relationships, not management trends.

Managing Multiple Projects, Objectives & Deadlines 30 May 2007

Time management is an urban legend, a wives tale – it doesn’t exist. We can’t take moments when we have “extra time” on our hands and store them in a bottle; then on a day our hair is on fire, pull it off the shelf and crack it open for a few extra hours. One can not manage time. Learn instead how to manage your activities and how to respond to the events around you. Establish priorities. Set and achieve your goals. Take proactive control of your time. Overcome time wasters and procrastination. A fast-start section to get you going NOW! This seminar is loaded with time saving tips.

- Take control of your day? Be the Ringmaster instead of the beast?
- Get off to a fast start everyday?
- Manage and control email?
- Train others to be more efficient so they stop wasting your time?
- Be more proactive and less reactive?
- Work one item at a time, instead of having attention deficit disorder?
- Meet deadlines and goals consistently?
- Find the top of your desk?

Supervisor’s Fast Start 26 March 2007

Supervisors Fast Start is what the participant needs to get their feet on the ground and start running. Learn how to make the leap from worker to supervisor; how to boost worker productivity, enthusiasm, and commitment; how to manage projects and priorities, communicate effectively, manage conflict and correct problem behavior and poor performance.

- Learn the leadership and management qualities you will need
- Prepare to “set the stage” for success
- Seven key elements in building trust
- Seven steps to establishing credibility
- Two questions to ask about motivation
- Learn the “hot stove” rule of discipline
- Which decision making process is best
- How to conduct productive meetings
- Eight characteristics of an effective delegator

Partner for Success 27 June 2007

At the core of every successful organization is a team - a team whose members understands and trusts each other. Partnering for Success raises individual awareness that the organization is a “Team of Teams” improving relationships & eliminating destructive barriers. Partnering for Success is designed to promote and develop critical teambuilding skills putting participants in new situations provides opportunities for growth in basic communication skills, conflict management and problem solving. Members learn the value of diversity and group dynamics as key elements of an effective team.

- Build a culture that promotes high performance
- Unleash the power of cooperation and collaboration
- Learn activities for energizing staff and employees
- What is “Groupthink” and why you want to avoid it.
- How working together improves performance and leads change
- Learn how personality style impacts productivity
- Find out what are the key traits of successful teams
- The stages teams go through, how to recognize and deal with them.

Successful Project Management 26 April 2007

This workshop is about getting you up to speed fast on the latest, most effective tools, techniques and strategies needed for today’s project managers. Participants will understand the tools and techniques necessary to bring a project in on time, under budget and with the desired results. Learn how to use powerful tools to plan and manage projects and processes - PERT, GANTT and CPM.

- The five phases of project management – a miracle isn’t one of them
- How to apply the “Triple Constraints” to clearly define your projects objectives.
- An 11-step planning process that works
- Practical exercises you can use immediately with your own projects
- Building enthusiasm into your team
- Problem solving strategies
- Connect the tools of Project Management to the people for greater results

Indispensable Administrative Professional 25 Jul 2007

More and more, administrative professionals are being given managerial duties and responsibilities in addition to keeping the boss or office organized, on time, and on track. By the end of this program, participants will understand what it takes to be a first-rate administrative professional. This course is specially designed for administrative professionals to master techniques for goal setting, prioritizing, planning, decision making, relationship building and listening skills. When it comes to being a vital part of the office team, you will have the skills for the job.

- Rephrase blunt messages such as “I’m busy” for better communication
- Techniques to deal with upset or difficult people
- Learn to anticipate your boss’s needs
- Gain respect of your boss and be taken seriously
- Be seen by your boss & others as a valuable resource
- Develop a trusting relationship with your boss
- Teaming with other office professionals
- Learn to get more things done in a day

\$125.⁰⁰
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Checks should be made payable to:

Leader Development Institute

Registration cannot be accepted without payment
 No refunds after 5 business days prior to start
 dates. Substitutions are welcome.

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 business days of class date although seats are
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**LEADER &
 EMPLOYEE
 DEVELOPMENT
 PROGRAM**

SPRING/SUMMER 2007

Lead First Manage Second

February 28, 2007
 26 Federal Plaza
 Room 3305

Supervisor's Fast Start

March 28, 2007
 26 Federal Plaza
 Room 3030

Successful Project Management

April 26, 2007
 26 Federal Plaza
 Room 3305

**Managing Multiple Projects, Objectives
 and Deadlines**

May 30, 2007
 26 Federal Plaza
 Room 3032

Partner for Success

June 27, 2007
 26 Federal Plaza
 Room 3032

**Indispensable Administrative
 Professional**

July 25, 2007
 26 Federal Plaza
 Room 3032

**All classes
 8:30AM-9AM Registration
 9:00AM-4:30PM Training**