

# Master Class in Transforming from Manager to Leader

21<sup>st</sup> - 23<sup>rd</sup> October 2019

Embassy Suites Hotel LAX South, USA.



## Course Overview

This 3-day training seminar is a comprehensive training course that addresses the key skills, qualities and attributes to take your Management skills & move you into a Leadership role. The training seminar will cover a wide range of leadership and management with the main emphasis being on the human side of leading and managing people.

## Course Objectives

By the end of the training course, delegates will:

- ✚ Be aware of the differences between management and leadership skills
- ✚ Be more confident and skilled in the demands required of their role
- ✚ Be aware of how to motivate, influence and communicate with varied individuals and teams
- ✚ Be skilled in key elements of authentic Leadership such as trust, vision, respect and interpersonal communication
- ✚ Have the skills to organize, motivate and galvanize work teams to operate more effectively

## Highlights Included:

- ✚ Understanding the skills required for contemporary Management and how to apply them.
- ✚ Understanding the role of the modern Leader in its many forms.
- ✚ Discovering & practicing different styles Leadership.
- ✚ Gaining and using workplace skills for leading people more effectively.
- ✚ Understanding the need for motivation and how to apply it to self, individuals and teams.
- ✚ Developing enduring human relationships to benefit business performance.

## Training Methodology

Presentations and discussions are followed by powerful individual or group exercises. These exercises provide opportunities for personal participation in real situations. During these exercises you discover that you can do what you are learning. This process makes the training fun filled, fast-paced, challenging and empowering.



## Organizational Impact:

- ✦ The Organization can expect the delegate to:
- ✦ Bring improved knowledge, skills and attitude back to the workplace.
- ✦ Be adept at all aspects of Management and Leadership can apply these in the role immediately.
- ✦ Understand the benefit and process of personal interaction and can use these new skills.
- ✦ Have improved motivation, clarity and focus.
- ✦ Be more confident when interacting with Senior Managers, peer groups and direct reports.

## Who Should Attend?

- ✦ Aspiring Leaders
- ✦ Senior Manager
- ✦ Middle Managers looking to increase their skill-set
- ✦ Team Leaders and Workplace Leaders
- ✦ HR Professionals and Senior Technical Heads
- ✦ Project Managers
- ✦ Senior Leaders

## Personal Impact

The delegate can expect to gain:

- ✦ Varied Management and Leadership skills applicable within and outside the Organization
- ✦ The confidence and expertise to interact with individuals and teams to create increased performance
- ✦ More time and space to devote to planning, effectiveness and efficiencies as a direct result of applying the management skills
- ✦ An action plan for how and when to apply new interactive skills and knowledge for the benefit of self, work teams and the Organization
- ✦ Knowledge of where future personal development may be advantageous to their current role and aspirations



## Course Facilitator



**Mr. Daniel Feiman, MBA, CMC®**

Mr. Feiman brings over three decades of experience in consulting and training to his clients. Before founding Build It Backwards he has spent more than 18 years in both traditional and nontraditional banking, where he developed his skills in commercial lending, marketing, leasing, asset-based lending, management, and loan work-outs.

As an internationally recognized speaker and trainer, Mr. Feiman also has developed and presented hundreds of successful seminars, training programs, and educational courses to thousands of attendees around the world with topics covering the all aspects of strategy, finance, and leadership.

He has published whitepapers, articles, Slide Share presentations, YouTube videos and books on strategy, finance and leadership. His 3rd book in the Build It Backwards series (THE Book on...Business from A to Z: The 260 Most Important Answers You Need to Know), was nominated for a Thought Leader of the Year award by the AM&AA & selected as a Finalist for a Global eBook of the Year Award. He has been quoted in The New York Times, The Los Angeles Times, American Bankers Association Journal, and Beverly Hills Business, just to name a few. Mr. Feiman has also contributed to books on strategic planning and career outplacement

Mr. Feiman earned his Bachelor of Arts degree in Sociology from California State University, Northridge and his Master of Business Administration from Pepperdine University. He received his certificate from the UCLA Instructor Development Program, teaches as adjunct faculty at UCLA Extension's Department of Business and Management, was The Visiting Professor in the University of Huddersfield's (UK) Business School and is a Certified Management Consultant (CMC®).\*



## Agenda

### DAY 1: Essential Manager

#### Module 1:

##### Introduction to Management

- ✦ What really is a Manager?
- ✦ Expectations of managers
- ✦ Limitations of managers
- ✦ Who do you manage?
- ✦ **Manager self-assessment**

#### Module 2:

- ✦ The Manager as Team Leader
- ✦ Teamwork best practices
- ✦ Creating a high-performance team
- ✦ Empowerment and its link to performance

##### Team decision making:

- ✦ When and how to achieve a consensus
- ✦ The 4 stages of team development
- ✦ Team-building techniques
- ✦ **Team building activity #1**

### Module 3: The Manager as Change Agent

- ✦ The challenge of personal change
- ✦ Six typical reactions to change
- ✦ Handling resistance
- ✦ The top attributes of change agents
- ✦ Six sources of power
- ✦ The secrets of assertiveness
- ✦ **Case study: Managing change**

### Day 2: Manager as Coach / Leader

#### Module 4:

- ✦ The Manager as a Coach
- ✦ The value of good relationships
- ✦ The impact of expectations on performance
- ✦ Engaging employees on setting stretch goals
- ✦ Coaching SMART goals
- ✦ Effective coaching meetings
- ✦ The challenges of motivating employees
- ✦ **Case study - The Art of Possibilities**



### Module 5: Managing Myself as a Leader

- + The difference between leading and managing
- + The importance of perception
- + Intrapersonal & interpersonal skills for the leader
- + **Self-Scoring Behavioral Style Assessment**
- + Understanding the Model for leadership
- + Removing emotional blind-spots
- + **Leadership Self-Assessment**

### Module 6: Leading a Team (Leadership)

- + Managing a team vs. leading a team
- + How does a team work best?
- + Teamwork skills to be developed
- + Optimizing the leader's natural strengths
- + Understanding team processes
- + Building effective teams
- + **Team building activity #2**

### DAY 3: Effective Leader

### Module 7: Communication for Leaders (Communication)

- + The importance of perception
- + Roadblocks to good communication

- + **Practical activity: “Communication shutdowns”**
- + Active speaking for effect
- + **Practical application: “Picture this”**
- + Active listening to be effective
- + **Role play in communicating as a Leader**

### Module 8: Engaging Leadership Values

- + 9 Core leadership values
- + 21 Core Beliefs That Will Take Your Leadership from Good to Great ☑
- + Communicating your values to your team
- + Intentionality for self-motivation
- + Interpersonal connections for persuasive leadership
- + Integrity for accountable leadership
- + **Group discussion on Leaders you admire**

### Module 9: Innovative Leadership

- + Personal leadership styles
- + Openness to innovative ideas
- + Divergent thinking skills
- + Removing blocks to creativity
- + Understanding the creative process
- + Metaphors and analogies for innovative thinking

### Leadership style-assessment



Event: Master Class in Transforming from Manager to Leader  
Date: 21<sup>st</sup> – 23<sup>rd</sup> October 2019,  
Venue: Embassy Suites Hotel LAX South, El Segundo, CA 90245  
Country: United States of America.

Attendee Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Signature : \_\_\_\_\_

**Authorization (This form is invalid without Signature)**

Attendee Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Phone: \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Signature : \_\_\_\_\_

**Registration Form**

**Please Click Appropriate:**

- USD 3199/Delegate
- USD 2999/ Delegate (Register before 5<sup>th</sup> October 2019)
- USD 8499/ Group of 3

The fee does not include any taxes (withholding or otherwise). In case of any taxes applicable the client has to ensure that the taxes are paid on top of the investment fee paid for the course. Compliance with the local tax laws is the responsibility of the client.

**General Information:** The fees cover Lunch, Tea Breaks, and Materials & Certificate → Official Confirmation will be sent once registration has been received. → Participants will need to arrange their own accommodation.  
**Attire: Smart Casual**

**Cancellations/Substitutions:** Substitutions are welcome at any time. Please notify us at least 2 working days prior to the event. All cancellations will carry a 10% cancellation fee, once a registration form is received. All cancellations must be in writing by fax or email at least 2 weeks before the event date. Cancellations with less than 2 weeks prior to the event date carry a 100% liability. However, course materials will still be couriered to you.

**Payment Details: We Accept Credit Card, Debit Card, and Bank Transfer etc.**