

Train Your Managers without Draining Your Budget!

Studies in the workplace reveal that *over 70% of people who resign their position do so because of a bad boss or manager.* In other words, employees don't abandon your company—they fire their boss! You may have a "great" company, but it's really only as good as your managers.

CLI

We grow leaders



The skill of your managers determines...

- ...the success of your organization
- ...the quality of your customer service
- ...the effectiveness of your employees
- ...the ability of your company to retain good people...
...and remain competitive.

Let Dr. Jim Dyke and *Corporate Leadership Initiatives* equip your leaders with the ESSENTIALS of great management and leadership—with customized one- and two-day training seminars for a modest investment that will return its value many times over! Call today for additional information, including other topics that are available.

The Essentials for Management Excellence

- The One Thing you MUST have to lead your team successfully... How to get it and how to use it to lead and manage effectively
- The 3 REAL JOBS you have in your organization
- 3 Things that must change when you become a supervisor
- The untold secrets of finding, hiring, and keeping the right people on your team
- Getting the best from your staff without pleading, nagging, or coercing
- Simple keys to unleashing the creative energies of your people
- How to avoid the monumental mistake of mismatched management style
- When a team member is failing this is how to intervene in a positive, professional way and get them back on track for success
- Effective leaders know how to communicate—learn their secrets ...and much more!

The Essentials for Effective Communication

- The 4 channels of interpersonal communication and how to master them
- The secrets of building rapport, respect, and influence
- Do this one simple thing well, and see 5 magic results
- Master this ONE SIMPLE PRINCIPLE and resolve conflict, unleash creativity, build loyalty, and command respect
- Keys to the toughest communication challenges: getting what you want from others, resolving conflict on your team, turning down requests, and confronting bad attitudes
- The single most powerful way to communicate with emotional impact
- 6 words that inspire people and build personal loyalty ...and much more!

The Essentials for Efficient Task and Time Management

- Ageless and timeless secrets for getting more done in less time
- A simple way to identify your most important priorities
- The power of planning and how the Pro's do it
- How to manage the surging tide of e-mails
- Get organized NOW and save time; take control of your files and papers; and use your calendar strategically!
- How to take control of interruptions and distractions
- The powerful impact of goals and how to achieve them—especially when they involve other people
- Adopt the time-saving secrets of highly-productive knowledge workers and executives
- Avoid the all-too-common mistakes of multi-tasking and attention deficit
- Overcome Procrastination and Perfectionism
- Team up with colleagues more effectively and learn how to collaborate to get more work done ...and much more!

The Essentials for Presenting with Poise and Persuasion

- The 6 P's of perfect presentations and how to use them to your advantage
- A simple method for organizing your next presentation
- Easy ways to conquer your nerves
- 4 kinds of listeners and how to appeal to each one
- 4 kinds of people and how to persuade each one
- A quick and easy way to gain audience rapport, hit the mark with your message, calm your nerves, and overcome audience apathy
- How to find the story in your next presentation and build an emotional bridge with your audience
- 4 simple ways to bring boring statistics to life ...and much more!

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