



August 30, 2011

TO: All Members, Wisconsin Chapter NECA

RE: Upcoming Seminar

Leadership Dynamics

October 11, 2011

8:00 a.m. – 4:00 p.m.

Kalahari Resort - Wisconsin Dells, WI

Cost: \$150

Instructor: Norb Slowskowski

Overview

This seminar explores how field and staff supervisors can maintain technical expertise while demonstrating the right type of leadership. It will give you personal, interpersonal and group skills to be influential in one-on-one situations, facilitate team performance, and become an overall effective leader. In sum, participants will learn how to adapt a leadership style that generates heightened performance and improved productivity.

Seminar Content

1. Developing Leadership Power

- Understanding the core competencies of situational leadership.
- Build consensus, cohesion, buy-in, and team commitment.
- Align the workforce to increase productivity and bottom-line results.
- Conduct performance discussions that result in changed behavior and enhanced productivity.
- Develop interpersonal skills that help you communicate, listen, and resolve conflicts.

2. Transform Resistance Into Support

- Apply positive and corrective feedback.
- Analyze and utilize effective conflict-management techniques.
- Determine the appropriate delegation strategies for team members and situations.
- Turn difficult people and poor performance into team players.

3. Leadership Communication Strategies

- Mastering best practices for influencing others.
- Influencing employees, customers, and managers (internally and externally).
- Identify your leadership attributes and how to use them to build Win-Win Relationships.
- Apply Situational Leadership in coaching situations.
- Eliminate the barriers to effective listening.

4. Delegating Effectively

- Understanding and applying delegation basics: what to assign, who to select, when to start, how to maintain control.
- Apply the Six Levels of Delegated Authority.
- Avoid common delegation mistakes.
- Preventing miscommunication when setting tasks and expectations.
- Establish control and follow up procedure.



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***Interested in sending multiple employees from your firm? For each employee registered from your company after the first, the seminar rate will be \$100.**

*****Please register by Friday, September 30, 2011**

Fax Registration Form to the Chapter Office at (608) 221-4652

Company Name: _____ Phone No.: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name(s): _____

If you need hotel reservations, there is a block of rooms reserved under Wisconsin Chapter--NECA. The rate per night for a room with double queen beds will be \$104. You may contact Kalahari Resort-WI Dells directly to make your reservations by calling the toll-free number at (877) 253-5466.

Rooms will be released after September 11, 2011.

Please note: Continental breakfast will be provided at 7:30 a.m. in the meeting room. Lunch will also be provided.

CANCELLATION POLICY:

There will be no charge for cancellations made by Thursday, October 6, 2011. Any cancellations made Friday, October 7, 2011 will be charged a \$50 cancellation fee. Cancellations made Monday, October 10, 2011 or no shows for the day of the seminar will be charged full price.