

# The Accountable Leader

LEADERSHIP DEVELOPMENT SERIES

## 3 Full Day Workshops (three 8 hour sessions) \$1,145

The best leaders are those who seek to maximize their skills to get the right work done while having a positive impact on the people around them. In this session, you will learn and practice the skills needed to **manage activities** and **manage decisions** including:

- Priority setting, scheduling time and identifying time wasters to manage productivity.
- Project management including action planning and mitigating risk.
- Strategic goal setting, delegation and problem solving.
- Decision making and communicating the decisions effectively.

People First's approach to Leadership Development seeks to build the effectiveness of front line and mid-level Managers, though this series would be useful to any individual whose responsibilities include leading others.

## Program Outline

### Day 1

In this session, you will learn and be able to apply the principles of effective time management and project management.

### Managing Time Productively

### Managing Projects

### Day 2

In this session you will learn about establishing clear expectations, setting measurable goals and delegating these goals. You'll also learn the principles of solving business problems including identifying problems, analysis and preparing to deliver solutions.

### Establishing & Delegating Goals

### Solving Business Problems

### Day 3

In this session you will learn the fundamentals of decision making including a specific process, risk management and beating indecision. You'll also learn practical techniques for effectively communicating your decisions.

### Making Effective Decisions

### Communication Decisions

**PEOPLE FIRST**  
HR SERVICES

People First HR Services is a People Corporation company

All People First open enrolment workshops take place at 1403 Kenaston Boulevard in our onsite training room.

Parking is free for visitors at the front of the building.

Coffee and water will be provided.