



# Time Allocation - Topics

## 20% Explanation of the 4 Cs of effective leadership the pillars of the program

- Craftsmanship: Establishing a strong track record
- Confidence: Feeling broadly valuable
- Constant Communication: In giving and receiving
- Co-worker Collaboration: Influencing those who report to you and those who don't

## 10% Executive persona and leadership style.

- How, why, and when good leaders turn into great leaders; how to develop what works for you.
- Mistakes to avoid - from the biggest to the smallest.

## 10% Initiate action that changes your course.

- Who does what: when, how, and why it benefits you and your organization.
- Networking decorum (face-to-face and social media of LinkedIn, Facebook, Twitter, etc.)

## 10% Expect and give acceptance to maintain self-esteem - both yours and others.

- How to expect acceptance even when you don't get it; how to turn that around.
- Understand and learn how to consistently perform your number one job in life: maintain self-esteem -- both yours and others.

## 10% Ask questions and ask favors despite how much you know and can do

- Questions to ask others (and how) in good and bad situations...plus good ways to answer questions presented to you.
- How asking favors builds bonds and doing favors builds resentment.

## 10% Stand tall, straight, and smile to look and ultimately be confident.

- How to modify career-derailing behavior.
- How to ensure the message you send is the message you intend -- even before you open your mouth.

## 10% Be human, humorous, and hands-on.

- How to deal with people in a personable yet professional manner by finding and sharing common ground across boundaries and borders -- that elusive quality that is in high demand and short supply.

## 10% Slow down, shut up and listen.

- How to develop your conscious comportment in how you move, act, react, walk and talk, to provide sustained, improved outcomes in all interpersonal situations.

## 10% Completing the puzzle of what it takes to being pulled up from above and pushed up from below

- How to create your unique style of executive persona and charisma that inspires, motivates, and influences others who report to you and those who don't!

# Focus

## Primary - Leadership Development

Adaptability, Communication, Interpersonal Relations

## Secondary - Planning/Organizing

Direction, Coordination

## Tertiary - Executing/Controlling/Evaluating

Generate and Obtain Plan Support

# Level

Introductory

Intermediate

Advanced

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