



## Time Allocation - Topics

- 10% Manage self and team through leadership techniques
- 5% Mini Case Study: Custom for the audience
- 10% Motivate through goal and metric setting
- 10% Class Exercise: Goal and metric setting
- 10% Convey the most important information through effective communication and meeting management
- 10% Select the most critical work through project prioritization
- 5% Class Exercise: Prioritization criteria
- 10% Empower through effective delegation
- 5% Class Exercise: Task delegation
- 10% Provide tools for proper project execution
- 10% Ensure accountability by monitoring progress through metrics
- 5% Class Exercise: Determine immediate next steps: What actions you will stop, start and continue?

## Focus

### Primary - Leadership Development

Leadership Development, Adaptability, Creativeness, Communication, Initiative.

### Secondary - Planning/Organizing

Decision Making, Delegation

### Tertiary - Executing/Controlling/Evaluating

## Level

Introductory

Intermediate

Advanced

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