



BECOMING A LEADER: STRATEGIES & TOOLS FOR  
NEW & EMERGING LEADERS  
with Dr. Ellen Burts-Cooper  
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

## BECOMING A LEADER: STRATEGIES & TOOLS FOR NEW & EMERGING LEADERS

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When employees are promoted to managerial roles based on their performance in previous positions, they often require additional support and preparation to lead others effectively. Excelling as a manager demands a distinct set of skills, including performance management, motivation, team development, communication, delegation, and prioritization. Building these skills is essential for ensuring the productivity and success of their teams.

This program is designed to equip managers with the knowledge and practical tools needed to lead effectively and drive results within their areas of responsibility. Participants will gain a solid understanding of core management principles, engage in discussions around common challenges, and learn actionable strategies to navigate real-world situations with confidence. The goal is to empower managers to foster productivity, inspire growth, and achieve team success.

### DR. ELLEN BURTS-COOPER

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Dr. Ellen Burts-Cooper has spent over two decades providing personal and professional development training, coaching and consultation. She has been featured in Time Magazine, Black Voices, Smart Business Magazine, Bloomberg BusinessWeek, Cleveland Jewish News, Cleveland.com and Crain's Cleveland Business.

She is also the author of two books "aMAZEing Organizational Teams: Navigating 7 Critical Attributes for Cohesion, Productivity and Resilience" and "Canine Instinct: A Guide to Survival and Advancement in Corporate America." Previously, Ellen served as a Senior Vice President and Senior Director of Operational Excellence, IT Performance Management and Governance for PNC Financial Services. Prior to the financial services industry, Ellen worked in the electronics industry where she led global teams in several functions at 3M Company in St. Paul, MN.

She earned a BS in chemistry from Stillman College in Tuscaloosa, AL, her PhD in organic/polymer chemistry from Virginia Tech in Blacksburg, VA, her MBA from the University of Minnesota, Carlson School of Business, and her Lean Six Sigma Master Black Belt certification from 3M Company.

# TOPICS COVERED

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## LEADERSHIP MASTERY & MOTIVATION

PRACTICAL TECHNIQUES FOR MANAGING YOURSELF AND YOUR TEAM  
INSPIRING PERFORMANCE THROUGH GOAL-SETTING AND CLEAR METRICS  
BUILDING TRUST AND ACCOUNTABILITY IN LEADERSHIP

## EFFECTIVE COMMUNICATION & MEETINGS

BEST PRACTICES FOR DELIVERING CRITICAL INFORMATION CLEARLY  
STRUCTURING MEETINGS FOR ENGAGEMENT AND EFFICIENCY  
ACTIVE LISTENING AND FEEDBACK FOR STRONGER COLLABORATION

## PRIORITIZATION & EXECUTION

IDENTIFYING AND FOCUSING ON THE MOST CRITICAL WORK  
STREAMLINING PROCESSES FOR IMPROVED TEAM PERFORMANCE  
USING EFFECTIVE TOOLS TO ENSURE SUCCESSFUL PROJECT EXECUTION

## DELEGATION & ACCOUNTABILITY

STRATEGIES FOR EMPOWERING THROUGH EFFECTIVE DELEGATION  
SETTING CLEAR EXPECTATIONS AND TRACKING PROGRESS WITH KEY METRICS  
ADDRESSING PERFORMANCE CHALLENGES WHILE FOSTERING TEAM GROWTH

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