

Directing Others - 2 Days

CEUs - 1.3

Course Description: *Directing Others* is a two-day course filled with behavioral skills that will help motivate, educate, and equip others. This course will discuss positive ways to bring out the best in people and specific planning techniques which will assist in a stronger schedule of work. There are numerous interactive activities and cases within this course to allow participants to interject real life situations. Attendees will leave with tricks of the trade that can only be learned from years of experience. This course aligns with the Lombardo Core Competencies number 20.

<i>Course Objectives</i>	<i>Lombardo Core Competencies</i>
<ul style="list-style-type: none"> • Define what workers produce daily, hourly, or by shift • Analyze job responsibilities • Discuss priority checklist • Assess modern day managing myths • Evaluate where are you going • Explain tough-minded leadership • Contrast different change strategies • Classify why people block change • Identify secrets to implementing change • Choose ways to reduce employee resistance 	<p><i>Good at establishing clear directions</i></p>
<ul style="list-style-type: none"> • Examine qualities supervisors must possess • Evaluate how to coach employees toward success • Prepare workers with new skills • Develop core values • Examine strategies for creating trust • Evaluate an empowerment success list • Define ways to equip and empower • Describe requirements for being an overcomer • Discuss how to delegate so as to stretch individuals in a positive manner 	<p><i>Sets stretching objectives</i></p>

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<i>Course Objectives</i>	<i>Lombardo Core Competencies</i>
<ul style="list-style-type: none"> • Discuss balancing techniques for workers and how to maintain that balance • Define core competencies needed for each job being accomplished • Evaluate ways to protect workers from taking on too much work compared to others • Discuss approaches for those who are slacking off on their work 	<p><i>Distributes the workload appropriately</i></p>
<ul style="list-style-type: none"> • Examine planning and scheduling techniques • Identify how to track employees • Discuss planning models and options for scheduling work • Analyze what is the best methods for measuring work 	<p><i>Lays out work in a well planned and organized manner</i></p>
<ul style="list-style-type: none"> • Create a communication plan for discussing and transferring correct information • Discuss how to communicate and how to distinguish the important items 	<p><i>Maintains two way dialogue with others on work and results</i></p>
<ul style="list-style-type: none"> • Analyze the strengths and weaknesses of yourself and others • Analyze two types of motivation • Examine ways to align motivational techniques to workers • Discuss values of successful coaching • Examine the 3 step process to coaching • Recall attributes of successful coaches • Analyze common coaching mistakes • Discuss the needs of sharing credit for a job well done • Discuss the best and worst types of supervision or management you have seen • Analyze which skills can be transposed from the best and worst types of supervision or management 	<p><i>Brings out the best in people</i></p>
<ul style="list-style-type: none"> • Describe how to give clear information • Discuss how to discover if communication is unclear • Examine ways to better communicate 	<p><i>Is a clear communicator</i></p>