

LEADERSHIP SKILLS FOR ADMINISTRATIVE PROFESSIONALS

In today's marketplace, you must continually prove your value. The new administrative skill being required by managers, directors and senior leaders are the leadership skills needed to facilitate progress in work teams. Admin staff no longer just prepares agendas from rough copy or merely sends out meeting announcements with attachments for their executives. They are being asked to actively participate in work teams and demonstrate good leadership skills to create group affinity, focus the group on outcomes, negotiate the group through inevitable conflicts, and lead the group to consensus decision making. Learn how to showcase skills, reword your accomplishments and volunteer experiences to highlight workplace attributes that spell recognition, promotion, and increased responsibilities. **ONE DAY**

TIME MANAGEMENT – AN URBAN LEGEND

Time management is an urban legend, a wives tale – it doesn't exist. We can't take moments when we have "extra time" on our hands and store them in a bottle; then on a day our hair is on fire, pull it off the shelf and crack it open for a few extra hours. One can not manage time. Learn instead how to manage your activities and how to respond to the events around you. **Establish priorities. Set and achieve your goals. Take proactive control of your time. Overcome time wasters and procrastination. A fast-start section to get you going NOW! This seminar is loaded with time saving tips ONE DAY**

SUCCESSFUL PROJECT MANAGEMENT

This two-day seminar is designed to get you up to speed fast on the latest, most effective tools, techniques and strategies necessary for today's program and project managers. The flow of information today is creating more projects and programs and increasing them in size and complexity everyday. Those who manage their projects and programs more efficiently and effectively will be recognized as leaders within their organizations and the organizations within their industry. Participants will have a thorough understanding of the tools and techniques necessary to bring a project in on time, on budget and at the desired level of performance. Learn the phases of effective project management and how to plan so as to be more efficient. Learn how to use the same powerful tools top researchers, scientists and corporate managers use to plan and manage projects and processes - PERT, GANTT and CPM. **TWO DAYS**

SUPERVISOR'S SURVIVAL SCHOOL

Still one of the most difficult jobs and responsibilities in the workforce today is supervising others. Don't panic; learn to navigate through difficult employee situations, demanding bosses, challenging goals, and unexpected problems. The key to any survival situation is to plan ahead, be prepared and prevent crisis. Your success in surviving supervisory situations is to do the same. Supervisor's Survival School will give you the right tools and equipment to make it through the day. After participating in this seminar, your supervisors will do more than survive, they will thrive. Don't leave them in the dark. **TWO DAYS**

BUILDING HIGH PERFORMANCE WORKTEAMS

At the core of every successful organization is a team - a team whose members understands and trusts each other. To help build that core is LDI's Coaching and Teambuilding Skills. Coaching and Teambuilding Skills is designed to raise the individual awareness that your organization is a "Team of Teams". Not only improving the relationship of current work groups, but eliminating destructive barriers between offices, departments, labor and management, or with the contractor - who are there for the same reason – to get the job done!

Coaching and Teambuilding Skills is designed to promote and develop a wide range of critical partnership principles. Putting existing partnerships into new situations provides opportunities for growth in basic communication skills, conflict management and problem solving. Members learn the value of diversity and group dynamics as key elements of an effective partnership. Coaching and Teambuilding Skills retools your most valuable resources, people, into dynamic partnerships and powerful teams. **TWO DAYS**

**For more information on all seminars visit www.baltimore.eventbrite.com or
Call Leader Development Institute @ 888-474-8534**

\$150.⁰⁰

For ONE day course

\$299.⁰⁰

For TWO day course

- Early bird rate for one day event, \$125.00
- Early bird rate for two day event, \$250.00

**When registering, be sure to use
Discount Code "BLTFEB" and save even more**

SEATS ARE LIMITED

REGISTER **TODAY**

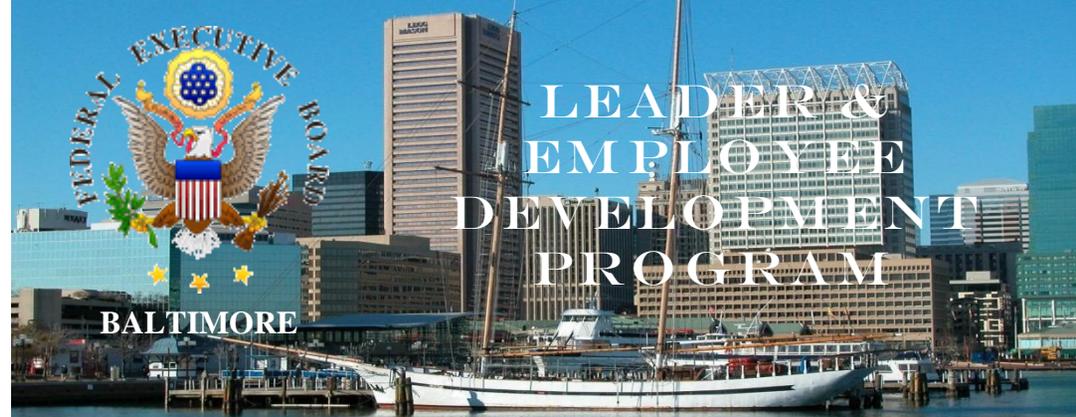
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April – August 2011

**APRIL 25
LEADERSHIP SKILLS FOR THE
ADMINISTRATIVE PROFESSIONAL
(SOLD OUT)**

**JUNE 28 & 29
SUPERVISOR SURVIVAL SKILLS**

**JULY 26 & 27
BUILDING HIGH PERFORMANCE WORK TEAMS**

**AUG 8 & 9
PRACTICAL PROJECT MANAGEMENT**

**AUG 10
TIME MANAGEMENT – AN URBAN LEGEND**

**All classes
8:30AM-9AM Registration
9:00AM-4:00PM Training**

**SEE BACK COVER FOR SPECIAL
RATES AND DISCOUNTS**