

The Complete Manager Retreat

3 Days

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Day 1-Leading With Excellence

What you will learn

- The leadership profile evaluation
- 10 actions that will establish authority and boost credibility
- 7 common management missteps
- 4 effective time management tips
- How to prioritize
- How to plan a day/week
- The basics of project management
- How to motivate employees
- The 5 tools in every great leaders tool box
- How to delegate and empower
- How to coach and mentor
- What employees need from coaching
- The 6 step problem solving model



Day 3-How To Build A Strong Team

What you will learn

- The difference between a group and a team
- 7 traits of a strong team
- 11 Keys to building trust
- 4 stages of team development
- 3 steps to help people accept change
- How to build strong team relationships
- 8 causes of team conflict
- 6 ground rules for resolving conflicts
- 9 things that keep a group from becoming a team
- 10 factors that influence a team
- How to set “SMART” team goals



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