

## ENHANCING YOUR MANAGEMENT SKILLS

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### Overview

Ultimately, managing is all about driving performance. But how do you elicit the level of performance needed from your staff to produce bottom-line results and visible success for you and your team?

In this accelerated program, learn the critical success factors of goal alignment, coaching for performance, building trust, and driving team results. Receive practical, state-of-the-art tools and techniques for holding conversations that set clear expectations, providing focused feedback, and generating trust and commitment through challenging times. Walk away with a set of new capabilities and enhanced confidence to enable breakthrough performance.

### Who Should Attend

Mid-level managers who are looking to build their managerial capabilities

### Benefit & outcomes

- Develop a clear and aligned leadership agenda
- Set work expectations for others that increase efficiency, effectiveness, and bottom-line impact
- Handle challenging performance issues by providing ongoing coaching and feedback
- Lead high performance teams to solid results
- Rebuild and enhance trust for heartfelt commitment

**Note: Participants receive a certificate of completion following the program.**

### Program Curriculum

#### Day One: Aligning for Performance

- Opening discussion/activity: The drivers of change
- Introduction, workshop overview and objectives
- Understanding your role
- Management versus leadership
- Prioritizing your work/maximizing your impact (Part 1)

- Developing an aligned agenda
- Prioritizing your work/maximizing your impact (Part 2)
- AIM – Assessment instrument for managers
- Assessing your managerial capabilities
- Setting performance expectations
- Simulation: Managing performance (Part 1)
- Skill practice: Setting expectations with a direct report
- Wrap-up, review and preview

#### Day Two: Coaching for Results

- Welcome back, review and preview
- Sources of motivation
- Ongoing coaching and feedback
- Simulation: Managing performance (Part 2)
- The coach's challenge
- Coaching for commitment
- Simulation: Managing performance (Part 3)
- Handling challenging conversations
- Skill practice: Your challenging conversation
- Activity: Red-Blue
- Wrap-up, review and preview

#### Day Three: Leading for Commitment

- Welcome back, review and preview
- The power of teams
- Leading high performing teams
- Building trust in the workplace
- An exemplary leader: Colonel Chamberlain
- Learning preview
- Your development plan
- Team leadership development planning
- Closing

Linkage Training Programs are approved by the following organizations



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## **Experience:**

In Michael's diverse 30-year career Michael has focused on Talent Management, linking executive assessment, development and coaching to organizational strategy. Working primarily with Fortune 500 and FTSE 100 companies he has designed systems that align executive talent strategies with company business drivers. He has built leadership pipelines that underpin business success and unleash executive potential. As a consultant working around the globe he has served virtually every industry in Europe, the USA, Asia, the Middle East and Australia. As part of his own management responsibilities he has been instrumental in steering his own organizations to regular double-digit growth underpinned by sustainable profit. Throughout his career he has maintained an interest in though leadership and the development of his own technical discipline.



**Dr. Michael Gregg**  
(Course Leader)

## **Education and Credentials**

- Ph.D. and Masters degree in psychology and organization behavior
- Professional Qualifications include: Chartered Psychologist, Associate Fellow of the British Psychological Society, certification in personality measures such as Hogan Assessment Systems (HPI and HDS), and MBTI.

## **International Clients**

Saudi Electricity, Kuwait Airways, Charter, Ford, Shell, BP, Xstrata, Cable & Wireless, Anglo American, Kellogg's, IPF, ING, ABF, UK Sport, Halliburton, the UN, and many others.



## **Current Responsibilities**

Dr. Greggs' responsibilities include:

- Managing multinational assessment and development outsourcing projects.
- Coaching strategic leaders.
- Providing consulting services on topics including executive assessment, leadership development, strategic focus, team development, and the implementation of the leadership pipeline.
- Consulting with CEO's and other senior leaders on executive audits.
- Developing long-term development initiatives to sustain ongoing improvement efforts.