



## **Developing Leaders in Your Organization**

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### **Step 1: Confirming the Needs of the Group and Getting Buy In**

We will conduct a 20-30 minute interview with each participant to determine the leadership challenges they face and determine the topics that are of greatest interest to them. We will summarize this information and present it to management prior to the training. This will help determine the content of the training workshops and generate buy in from the participants.

In addition, during the presentation to management, we will provide coaching tips so that managers can support the people in the training and ensure they apply what they learn on-the-job.

### **Step 2: Select the Training Sessions and Schedule the Training**

Because you want to have the greatest impact, manage the budget and schedule training at convenient intervals, we invite you to consider the following approach:

- Select some core modules and select some optional additional modules based on the feedback from the interviews.
- Schedule the training either bi-weekly or even monthly to spread out both the cost and the reinforcement of the learning

#### **Core Modules**

Many companies consider these topics as core modules (each is delivered in a 3-hour session):

- **The Role of the Supervisor** – 7 responsibilities, 4-phase management cycle, key result areas
- **Leadership** – Understanding your leadership style, the difference between leading and managing, developing a vision for your department and leading by example.



- **Understanding People, Motivation and Performance** - What motivates people, diagnosing performance problems, creating a motivational climate.
- **Communicating Effectively** - Verbal and written communication, 5 step verbal communication process, effective listening skills.
- **Accountability, Empowerment and Delegation** - How to increase the accountability of the work group, delegate more responsibility and empower the workgroup.

### **Additional Topics**

Many companies choose to build on the core modules above by adding topics that are specifically needed by their supervisors.

- **Confronting and Correcting** - Using a progressive corrective approach. Determining the most appropriate response. How to conduct and document a corrective conversation.
- **Managing Conflict** - Understanding your preferred conflict style. Selecting the most appropriate strategy. Resolving conflict between others.
- **Coaching** - A sports-based simulation to reflect personal and team beliefs and values about coaching.
- **Problem Solving & Decision Making** - Using a systematic approach to identify and solve problems and make decisions.

### **What Makes this Training Approach Unique?**

1. We provide **coaching for the managers** of the participants so they can reinforce what they are learning in the training.
2. Each participant is expected to **share with their manager**, the key information they gain from each session and how they intend to apply it on the shop floor.
3. Each participant is expected to **report on what they actually applied** from the session and how it impacted performance.



4. **Optional projects** – many companies assign shop floor projects to the participants and then they implement a project and report the results at the conclusion of the training. **This generates real savings** and creates a return on investment. Adding projects will require one additional training workshop to be added.

### **Experienced Training Facilitators**

Greg Schinkel is President and has co-authored two books, “Employees Not Doing What You Expect” and “Awakening the Workplace” and has appeared numerous times on television and radio for his expertise on leadership. He is a top rated speaker, facilitator and coach who presents with energy and enthusiasm.

Steve Jones, a Senior Associate is in his seventh year as a top-rated facilitator. Steve has experienced being promoted from the shop floor to being a supervisor and eventually production manager and general manager. His easy going practical style will be appreciated by your group of supervisors and lead hands.

### **Steps to Move Forward**

1. Have a discussion about your needs to ensure there is a good fit between our two organizations
2. Prepare and approve a proposal
3. Conduct the pre-training interviews and management session
4. Conduct the training
5. Enjoy the benefits

### **Connect with us in these convenient ways:**

- Telephone toll free (866)700-9043
- Email: [info@uniquedevelopment.com](mailto:info@uniquedevelopment.com)
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