



## **Building Effective Leadership and Management Skills Workshop Agenda**

**Location: Currie Management Consultants, Inc.**

**292 Lincoln Street, Worcester MA 01605**

**Telephone 508-752-9229**

**Hotel: Courtyard by Marriott, 72 Grove Street, Worcester MA 01605**

**Hotel Telephone 508-363-0300**

### **Day One**

**8:30 AM to 9:45 AM: Introductions, Agenda Review, High Performing Executives**

*The ability to create the conditions and environment for success are important characteristics of a strong leader. Attendees will learn that successful executives possess four critical skills which enable them to lead a team through periods of transformation and growth: Change Mastery, Interpersonal Finesse, Mental Agility and Goal Orientation.*

**9:45 AM to 11:00 PM: Emotional Intelligence – EQ**

*The focus will be on Daniel Goleman's research linking psychology and neuroscience to develop his concept. **Emotional Intelligence: Why It Can Matter More Than IQ.***

**11:00AM to Noon: Assertive Communication**

*The Currie team will provide an assessment and each participant will learn more about his or her own communication style—are you Passive, Aggressive, Manipulative or Assertive? Why do we need to know this?*

*Noon: Lunch will be provided by Currie Management Consultants, Inc.*

**1:00 PM to 2:00 PM: Assertive Communication, continued**

**2:00 PM to 5:00 PM: MBTI Workshop**

*“Know thyself”, Socrates. This workshop is about improving personal effectiveness. Using the Myers-Briggs Type Indicator results, from the pre-work for this meeting, the workshop facilitator will assist attendees in understanding their own preferences. Self-awareness is the first step on the journey to understanding others.*

**5:30 PM: Pizza and a Movie! Relax and enjoy dinner on us while we present a movie that is important to understanding the differing preferences, communication styles and problem solving techniques of leaders. Movie title to be determined.**

## **Day Two**

### **8:30 AM to 9:30 AM: Problem Solving & Decision Making**

*Attendees will learn to identify the criteria essential to effective problem solving. Methods reviewed will include the work of Kepner-Tregoe, The New Rational Manager and The Successful Manager's Handbook.*

### **9:30 AM to 11:00 AM: Situational Leadership**

*What is your personal management style? How can you effectively diagnose a situation at your workplace? Which leadership style should you employ for each situation? How adaptable a manager are you? These questions and others will be answered through the Situational Leadership Assessment tool, which includes details on analyzing the Readiness of the Follower.*

### **11:00 AM to Noon: Team Building/Tower Building**

*This unit provides a hands-on approach to understanding the dynamics of a workgroup. Material will include a discussion of Patrick Lencioni's 5 Dysfunctions of a Team, and a discussion about trust and culture.*

*Noon: Lunch will be provided by Currie Management Consultants, Inc.*

### **1:00 PM to 2:00 PM: Team Building, continued**

### **2:00 PM to 3:45 PM: Time Management**

*2400 minutes—how do you accomplish your goals in the time you have? A Time Management Assessment will help participants identify their strengths and challenges in effectively managing time. The competencies discussed include Organizational Ability, Predisposition/Temperament, Managing Interruptions, Delegating and more.*

### **3:45 PM to 5:00 PM: "Black Bear"**

*The seminar wraps up with a fun, interactive activity that takes us out of the meeting room (virtually) and into the woods. The team ends up in a perilous situation, danger is everywhere and time is running out. Can the team join forces and figure out how to survive?*

**The workshop ends at 5:00 PM!**

**ROBIN'S MOBILE PHONE 781-223-6347**