

Basic Leadership Skills for Managers and Supervisors

HOW TO PERFORM IN TODAY'S FAST-PACED WORLD

A One-Day Seminar Coming to Bernalillo, Window Rock, and Española in Spring 2009



MANAGERS:

Are you **LEADING?**
or giving orders?

*Rate yourself with our
Style Indicator, inside.*



Performance Starts with Your Managers

We encourage you to enroll supervisors and managers in this course as a foundation for new leadership skills, or to build on leadership skills they currently have.

- ✓ The significance between giving orders and inspiring
- ✓ Utilize essential communication skills
- ✓ How to identify and handle performance issues early
- ✓ Embrace diversity and perform with ethics and integrity

A Day of Intensive Training for Managers and Supervisors

This seminar is perfect for new managers and supervisors and even tenured managers who could benefit from a refresher on the basic strategies and skills for leading team members. Expect these outcomes from attendees:

- ✓ Improved relationship with themselves and their team
- ✓ Improved behavior as a leader
- ✓ Improved knowledge of handling upper management and other external factors



Enroll five or more for a discount!
Go to www.valliant.com/seminars
for more information.

Lunch Provided!
Call 505-246-8798



A Message to Managers and Supervisors: Lead With Style

STYLE INDICATOR

Rate yourself in our Style Indicator to find out more about your management style. No style is right or wrong, but it is beneficial to know each style and related motivations when interacting with others.

1. Give your self the number of points matching the characteristic that fits you the closest.

- I make decisions based on facts and figures. **4 points**
I'm not sure how I make decisions. **3**
I make decisions based on people and facts. **2**
I make decisions based on impact to people. **1**

2. Do you takes risks and follow new ideas?

- I like to take risks. **4**
It depends on the situation. **3**
I'm not sure if I'm a risk taker. **2**
I don't like to take risks. **1**

3. What pace do you prefer to work?

- I prefer to work at a fast pace. **4**
I'm not sure. **3**
I work okay with people who have a different pace or priority than mine. **2**
I prefer projects that are slower paced. **1**

Add up your score here _____

If you scored from **8** to **12**, your style might match a methodical, verbal style. These styles prefer working with facts and figures at a quick pace.

If your score was between **5** and **8**, you may have a style that is more adaptive to other styles. These styles have a natural tendency to easily interact with others.

If you scored from **3** to **7**, your style might match a responsive, inquisitive style. These styles pay attention to people's feelings and make decisions cooperatively.

In this seminar you will learn your behavior style with its strengths and challenges. Also, learn how to be flexible and adapt your behavior to others.

Enroll Today!

"Rick is a great instructor. He knows the material and he involves the class and encourages participation."

— FEDERAL GOVERNMENT PARTICIPANT

Course Objectives

This training will give you concrete principles of managing and supervising people, your most valuable asset. Meet the diverse needs of your team members with proven communication techniques and instill a management culture based on trust and respect. Through discussion and class interaction, this seminar will provide you with specific strategies and skills to help you focus on how to inspire and motivate your team members versus managing and giving orders.

As a result, you will approach your job with more insight and a better understanding of how to lead your team members into supporting the objectives of your organization.

Your Course Leaders

Rick Miera, senior consultant and trainer. Rick's success is based on a 27-year career with the Xerox Corporation, where he held various management and sales positions, leading high performing sales teams. In 2006, Rick affiliated with STI International®, a leader in the design and presentation of customized business related workshops and seminars. In 2008, Rick delivered over 20 seminars in the private sector and to several Federal Government organizations, all with "excellent" evaluations.

Michael Canfield, founder and president of Valliant Enterprises. Michael has over 20 years of leadership and management experience. He has held several management positions with Tribal and non-Tribal organizations. He leads his company in providing impressive HR and Organizational Development consulting services to Native American Tribes, and Tribally-owned organizations throughout the United States. Michael is a member of the Laguna Pueblo.

Valliant Consulting provides your organization with a team of experts to achieve strategic goals in the areas of organizational development, human resources, communications, and workforce training. We have assembled a team of highly skilled professionals with proficiencies that are aligned to the services you need. We are experienced in working with tribal, government and private sector organizations. Valliant offers workforce training in many other topics, including compensation management, strategic planning, customer service, and sales.

COURSE CONTENT

Your Relationship with Yourself

- Life before and after your “appointment” to management
- Balancing work and personal issues
- How to be a leader, not a “boss” or a “pal”

Your Relationship with Your Team

- Techniques for strong communication
- Dealing with performance issues early
- Hiring ideas
- Dealing with difficult people

Your Behavior as a Leader

- You must set the example
- Showing your commitment
- Valuing diversity
- Integrating ethics
- Learn behavior styles
- How to read other’s behavior styles

Managing External Factors

- Achieving results through others
- Working with upper management
- Teaming with Human Resources
- Recognizing sexual harassment



We Invite You

Whether you’re a newly appointed manager, supervisor, or a tenured manager and want a refresher, this one-day seminar is for you.

We invite supervisors, managers, and trainers to join us for a day to learn strategies and skills to help you lead in today’s fast paced world.

This seminar will be presented at locations in Albuquerque, Española, and Window Rock.

See www.valliant.com/seminars for more details. All seminars are from 8:30 A.M. to 4:30 P.M. Lunch is provided.

Check-in is at 8:00 A.M. for each seminar.

www.valliant.com • 505-246-8798

Managers and Supervisors:

This seminar provides you leadership tools, tips, and techniques.

- ✓ Your co-workers will respect your initiative.
- ✓ You will learn skills that will help you inspire and motivate.
- ✓ The strategies you learn in one day will help you achieve the results and job satisfaction that we all strive for.

Lunch and reference materials are included. Every participant will also receive a certificate of participation.

“The class was easy to understand. More than anything, we learned to be accountable, professional, respectful and patient.”

How to Register

Introductory offer:
\$149 per person

Enroll today! \$199 \$149 per person. NM state tax may apply. If you are tax exempt, please provide your tax-exempt certificate.

Fill out the form on page 4. You can fax it to us, or call us with the information and your payment information. Payment is due before the seminar date.

We will confirm enrollment by sending an e-mail.

Cancellations and Substitutions

If you cancel within 2 days before the course date you will not receive a refund. However you may substitute someone from the same organization. Please call for more information.

Satisfaction Guaranteed!

We’re confident that this seminar will provide you with the tips and techniques you need to enhance your management career. If for any reason you are dissatisfied, send us a letter within 30 days of your seminar attendance to receive a full refund – hassle free.

Seminar Overview

One-day seminar, 8:30 A.M. to 4:30 P.M.

Check-in is at 8:00 A.M.

Registration:

~~\$199~~ **\$149**

Lunch is provided • Satisfaction Guaranteed

Enroll today to interact with other managers and supervisors – learn new leadership skills or enjoy a refresher.

Fax the completed form to **505.246.8891**

Call us at **505.246.8798**

8:00 A.M. to 6:00 P.M. MST

We'll be happy to answer your questions

Mail your completed form to:

PO Box 2127

Albuquerque, NM 87103

LOCATIONS

Bernalillo

April 15, 2009

AMERIND Risk Management Corp.

502 Cedar Drive

Santa Ana, New Mexico 87004

For directions, call (505) 404-5000

Window Rock

April 21, 2009

Quality Inn

48 West Highway 264

Window Rock, Arizona 86515

For directions, call (928) 871-4108

Española

April 28, 2009

Eight Northern Indian Pueblos Council

Conference Room

Española, New Mexico

For directions, call (505) 246-8798

YES! Please register me for the one-day *Basic Leadership Skills for Managers and Supervisors* seminar for the introductory offer of \$149.

SEMINAR	Seminar City: _____ Seminar Date: _____
YOUR ORGANIZATION	Organization: _____ Address: _____ City: _____ State: _____ ZIP: _____ Tel: _____ Fax: _____ Approving Mgr's Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Job Title: _____ E-mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home
WHO WILL BE ATTENDING	1. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Job Title: _____ E-Mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home 2. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Job Title: _____ E-Mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home 3. Please list additional names on a separate sheet.

METHOD OF PAYMENT Important: Send your payment now. Tuition is due before the seminar. Make checks payable to Valliant Consulting. Our federal ID# is 85-0373949.

Please check one of the following:

1. Registration fee enclosed. Check # _____ Amount \$ _____

2. Our Purchase Order is attached. P.O. # _____

3. Charge to: AmEx Discover MC Visa Exp. Date: _____

Acct. #: _____ CCV # _____ ZIP: _____

Card Holder's Name: _____

Tax-Exempt #: _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Valliant Consulting Group

PO Box 2127

Albuquerque, NM 87103

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REGISTRATION FORM – Basic Leadership Skills for Managers and Supervisors