



Build Your Management Team & Retain Top Performers

ELITETM is a hands-on development program that enables employers to offer targeted management skills training to their key, high-potential managers. The monthly seminars use the shared experiences of program participants to supplement facilitator-led instruction and proven curriculum. Open dialogue in these sessions creates a wealth of experiences and provides applications far greater than the single source of a traditional classroom event.

Participants will develop a network of peers that extends beyond the structured workshops – making this a high value return for any organization's management training and retention dollars.

2009 WINTER/SPRING PROGRAM

Dates: January 28, February 25, March 25, April 29, May 27, June 24

Time: All classes run 8:30 am to 12 pm

Location: 7921 Jones Branch Drive, Suite 600, McLean, VA 22102

WHO SHOULD ATTEND

High potential managers who:

- Want to enhance their management skills
- Learn rapidly from the experience of others
- Enjoy collaborating with others for mutual learning and support
- Hold themselves accountable for developing their management skills

Register online at

<http://www.helioshr.com/Elite.php>

For further information, please contact
Becky Herring at bherring@helioshr.com
or at 703-860-3882.

ELITETM is approved for
2.1 CEUs by George
Mason University



PROGRAM DETAILS

The ELITETM program centers on the following six cornerstone areas of effective management, along with content highlights of each session:

I. Leveraging Interpersonal Effectiveness

- Use the DiSC[®] interpersonal assessment to increase self-awareness of leadership behaviors
- Develop understanding of how interpersonal behavior affects interactions with others
- Build skills to adapt one's behaviors to leverage influence with others

II. Leading & Managing Change

- Identify major forces driving change within the organization
- Acquire familiarity with model for the change transition process
- Explore leader actions to move the organization through change stages
- Develop a plan to lead change in participant's own organization

III. Effective Communication

- Explore communication process and purpose
- Leverage communication to build collaboration and trust
- Develop a planned, systematic approach to managing all communication
- Use communication as a way to build collaboration and trust

IV. Performance Management

- Identify components of effective performance management
- Achieve organizational mission by designing meaningful objectives
- Analyze performance to provide positive feedback and constructive criticism
- Manage development to prepare for future performance and career growth

V. Building Effective Teams

- Use the Team Effectiveness Profile to assess current team
- Describe critical components of successful work teams
- Determine barriers to team effectiveness, and action plans to remove obstacles
- Identify stages of team development and how to navigate through each one

VI. Managing Conflict

- Understand what is and what is not interpersonal conflict
- Explore positive and negative effects of conflict at work
- Utilize the Thomas-Kilmann Conflict Mode Instrument to assess one's personal conflict mode
- Consider how mediation can be used to resolve conflict

TUITION:

\$2,995 for enrollment in the 6 half-day sessions
\$795 for 5 one-on-one coaching sessions, optional additional cost

Tuition is non-refundable.

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