

# Leadership Essentials



1. **Developing Leadership** - Participants explore and practice developing leadership strength with clarity, courage, creativity, and compassion.



2. **The ART of Goals** - A fast, easy-to-remember, scalable method for setting action-based goals.



3. **How to Communicate More Effectively** - Five key ways to develop better conversations, more productive meetings, and more powerful presentations.



4. **Feedback Fundamentals** - Receiving and delivering feedback to create constant improvement, stronger agreements, and greater productivity.



5. **Dealing With Difficult Behaviors** - When people are under stress they can show us their worst side. Explore the causes of difficult behavior and practice redirecting it into more productive territory.



6. **Motivating Yourself and Others** - Insights and techniques for using three key motivators: extrinsic rewards, intrinsic inspiration, and team agreements.



7. **Time Management Now!** - Participants explore and put to use field tested tools on managing work, goals, and multiple priorities.



8. **Coaching for Success** - How to help people level-up their work performance.



9. **Engaging Your Team** - How to build and engage dynamic, cohesive, collaborative teams that achieve excellent results.



10. **Solving Leadership Problems** - How to analyze root causes, create solutions, and engage teams in solving problems.



11. **Creating Productive Meetings** - Explore the keys to meetings that get things done. Turning wasted time into productivity.



12. **Managing Conflict** - Avoiding bad habits and finding strategies that build mutually beneficial outcomes.



13. **Delegating with Confidence** - Using a five-step process for delegating more work while developing stronger teams.



14. **How to Interview Job Candidates** - Establishing a process, plan, and set of questions that results in hiring the best talent for your team.



15. **Change and Influence** - Designing strategies and tools that drive change and influence others at every level of the organization.

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