

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2536](http://www.amanet.org/2536)

# Preparing for Leadership: What it Takes to Take the Lead

**Do you need leadership training to prepare you to take that next step? Learn how to get noticed and selected for a leadership position and develop effective leadership skills required from confident leaders.**

This leadership training course is uniquely designed to help leaders-to-be get ready for their new challenges and responsibilities. You'll discover the heart, soul and mind of true leadership. Through role-playing, self-assessment tests and other leadership training scenarios, you'll explore leadership roles as strategist, change agent, coach, manager, communicator, mentor and team member. And you'll learn how to develop your unique leadership style for maximum impact.

## How You Will Benefit

- Understand what a leader is...and is not
- Project a more dynamic image
- Discover your own unique leadership style
- Determine which leadership attributes you already possess
- Apply lessons learned through leadership training to take on your first leadership position with greater confidence
- Get noticed by learning how to look and talk like a leader
- Find out what people expect and respect in a leader
- Apply lessons learned through leadership training to refine your skills in gaining and using power and influence positively
- Learn how to motivate a team, including "difficult people"
- Protect yourself against the pitfalls of intra-organizational politics

## What You Will Cover

### Is There a Leader in You?

- Discuss which qualities senior management looks for in candidates for leadership positions
- Understand the challenges you will face as a leader

### What Do Leaders Talk About?

- Discover your leadership style
- Learn to adapt your style to the needs of others

<http://192.168.197.112/training/seminars/pdfVersion/Preparing-for-Leadership-What-it-Takes-to-Take-the-Lead.aspx>

## What Is Your Leadership Image?

- Describe how to project the positive professional image of a leader

## How Can You Build Your Influence and Power?

- Illustrate ways that leaders can build their power and influence

## How Can You Develop Key Relationships?

- Identify the strategic alliances you need to build

## How Should You Handle Organizational Politics?

- Explain strategies for getting others to support your agenda

## How Can You Motivate People?

- Assess the things that really motivate

## Methods to Approach the First Day, Week, Month and Year of Leadership

- Design your strategies for being noticed and selected to be a leader

## Who Should Attend

Any manager who needs leadership training to step into a leadership role or who is about to take on a new leadership assignment.

## Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

## Schedule

- [2] days - \$2,195 Non Members
- [2] days - \$1,995 AMA Members
- [2] days - \$1,889 GSA

## Credits

1.2 CEU/14 CPE /12 PDU\_L

12 PDU /12 PDCs

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