




Presents.....



Developing as A Leader Workshop Series Influencing & Motivating Others & Decision Making

- **Influencing & Motivating Others** provides actionable lessons on getting better results from direct reports (influencing performance), greater cooperation from your peers (lateral leadership), and stronger support from your own boss and senior management (persuasion).
- In **Decision Making**, managers will learn systematic frameworks designed to improve their decision-making ability. Managers will develop techniques such as simplifying complex decisions, applying intuition, avoiding “thinking traps,” and reducing biases.

Influencing & Motivating Others	Decision Making
<ol style="list-style-type: none"> 1. Learn how to demand—and receive—more from employees 2. Distinguish between effective and ineffective motivation methods 3. Discover the secrets of leading peers or “lateral leadership” 4. Practice negotiation and persuasion skills 5. Develop credibility through expertise and relationships 	<ol style="list-style-type: none"> 1. Utilize a process that ensures effective issue identification in complex decision situations 2. See how to simplify complex decisions by evaluating alternatives according to comparable criteria 3. Strengthen intuitive powers and learn how to balance them with systematic analysis 4. Learn how to identify and avoid “thinking traps” — distortions and biases that sabotage reasoning 5. Develop the ability to make fast decisions when waiting for the “perfect” solution may be counter-productive

Features	Program Structure, Content, Tools & Pricing		
	Combining lectures, discussions, role play and assessments, the workshop will include:		
Key Subject Matter.	<u>INFLUENCE & MOTIVATE</u> <ol style="list-style-type: none"> 1. The Art of Persuasion 2. Motivating Employees 3. Enhancing Employee Performance 4. Interactive Case 	<u>DECISION MAKING</u> <ol style="list-style-type: none"> 1. Avoiding Hidden Decision-Making Traps 2. Decision-Making Example and Worksheet 3. Strengthening Your Managerial Intuition 4. Interactive Case 	
Delivery Methodology	<ul style="list-style-type: none"> - One (1) Interactive 6-hour workshops covering both topics supported by the on-line content, tools and applications plus One 3-hour review session within 2-3 weeks. - Online access to all the tools, tips, articles and course content for 6 months. 		
Certification	A Harvard Business Publishing Certificate of completion.		
Workshop Dates	Tuesday, June 22 (9:00 AM to 4:00 PM)& July 6, 2010 (9:00 AM to 12:00 Noon) Tuesday, November 23 (9:00 AM to 4:00 PM)& December 7, 2010 (9:00 AM to 12:00 Noon)		
Venue	The Manpower Centre, 1 Eureka Road, Kingston 5, Jamaica, WI		
Cost	US\$400.00 (1 ½ days of Workshops, break & lunch, online access for 6 months)		
Facilitator Team	 Dawn Fuller-Philips	 Paul B. Bryan	 Fay Pape-Sukhu

Contacts For More Detailed Information and Registration:

Jenille Sukhu	(876) 946-1360-1	jsukhu@kworksconsulting.com
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REGISTRATION FORM

Course Title: 2010 Developing As A Leader Workshops

- Leading Teams with Emotional Intelligence and Decision Making
 Influencing & Motivating Others and Managing Difficult Conversations
 What is a Leader and Managing Change

Course Venue: The Manpower Centre, 1 Eureka Road, Kingston 5, Jamaica, WI

Workshop Dates:

Company:		
Address:	City:	Country
Manager:	Tel #:	e-mail:

Kindly accept registration for the following individuals

	Participant	Email Address
1		
2		
3		
4		
5		

Please make your draft/cheque payable to Knowledgeworks Consulting and return your completed registration form with payment to:

Knowledgeworks Consulting
84 Lady Musgrave Road, Kingston 10
• Ph: (876) 946-1360-1
• Fax: (876) 946-1359
Attention: Jenille Sukhu

Full payment is due seven (7) days prior to the start of each workshop.

CANCELLATION POLICY

Applicants will be refunded 50% of total fee paid, if their written notice of cancellation is at least 7 days prior to the date of the programme. There will be no refund for cancellation made within two (2) days of the program start date. Substitutions may be made at any time.

The programme facilitators reserve the right to cancel the programme at any time, if there is insufficient enrolment. In that event, full course fee paid will be refunded.