

# Leadership Foundations

Essential Leadership Skills for First Line Supervisors and Managers

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How prepared are your people to manage in today's world? In times of rapid change, effective leaders are required *throughout* an organization. Through hands-on experience, assessment, coaching and feedback, we help participants turn knowledge into business results.

## Is This Course Right For You?

The OCI *Leadership Foundations* is designed for first line supervisors and /or middle managers requiring more foundational skills or in need of upgrading their current skills. This course provides instruction in basic business management and interpersonal skills needed for departmental success.

## Program Methodology

- Instructor-led lecture, facilitation and small group discussions
- Multiple feedback instruments
- Case studies and videos
- Applied-action learning assignments
- Interactive assessments involving participant's manager, others
- Online learning in a blended approach
- Learning contract with participant's Manager
- Apply functional tactics to impact organizational results

“Well worth every penny! This is a good course for anyone at any level. OCI makes the information understandable and workable. Plus, the instructor was great! He really made the information interesting and kept things moving.”

Barb  
Sanford Business to  
Business  
Janesville, Wisconsin

## Learning Outcomes

*Leadership Foundations* participants learn critical concepts for leading and motivating others. We emphasize practical tools and techniques for management – plus the “*why*” behind them. Supervisors learn not only the basics but the essential skills needed to motivate, direct, delegate, plan, communicate and manage projects and people. Beyond task assignments, the Manager's goal is to create long term sustainable plans and make effective talent selection decisions.

OCI believes the key strategies of your business are the primary drivers for any development activity. Leadership success is measured by both the impact to your business and your people. Participants leave our program with a firm grasp of the fundamental leadership concepts, and how to apply them to their own strategy and experience improved business results.

## Leadership Foundations Curriculum

- The Role of the First-Line Leader
- Leadership Style and Versatility
- Conflict, Communications and Negotiations
- Time Management and Business Communication Today
- Business Performance Measurement and Work Unit Planning
- Employee Orientation and On-the-Job Training
- Employee Performance Management and Coaching
- Creativity and Innovation
- Impact Staffing
- Building Effective Teams
- Problem Solving and Risk-Smart Decision Making
- Project Management



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*Driving business results through human capital.*

# OCI Leadership Development Approach

EFFECTIVE LEADERSHIP DRIVES BUSINESS RESULTS



Leadership is about setting direction, inspiring people and managing work to deliver outstanding business results. When we think about leadership in the context of an organization, we reflect on these key areas as the core building blocks for leadership development: Self, Others, Teams and the Organization. Because we lead through the lens of who we are, we must first understand and increase our own self awareness in order to develop the skills to lead others. Assessing one's strengths, weaknesses, values, motivations, leadership style and managing how one reacts and responds improves our ability to lead. These skills enable one to drive self, others, teams and the larger organization to achieve maximum effectiveness.

While continuing to build on the understanding of self, successful leaders know how to build and manage interpersonal relationships effectively. Leaders who demonstrate strong communication skills and establish a positive workplace are valued in any organization. These well-honed interpersonal skills are key to leading an effective team. Thus, leaders who develop the critical skills of collaboration, communication, conflict resolution, and the ability to assess and understand group dynamics, perform well. These same leaders know how to both drive business results and work within the culture of the larger organization.

## OCI Leadership Concepts™ Experience

Designed to meet the market demand for a complete offering of management skills needed in today's business world, Leadership Concepts™ is a complete series for management on three levels: first-line, mid-manager, and executive. The broad focus of the Leadership Concepts™ experience provides participants with the best learning methods — covering the most relevant content — to help managers achieve and sustain success in every aspect of their leadership role.

## Practical Approach

OCI offers a unique approach as we put each course into a business context with real business challenges. The practical content emphasis effectively enables participants to directly apply learning back to their job and company. Going beyond typical "people leadership" skills, the extensive content encompasses critical business components, including financial management and budgeting, business planning, project management, marketing strategy, innovation, leading change and systemic thinking.

## Custom Training Sessions Available

Because every organization is different, OCI provides in-house training sessions that are fully customizable to your company. We provide you with flexible learning and development solutions to meet specific, and often complex business requirements. Outcomes and content can be tailored based on the specific goals and leadership competencies defined by your business objectives. If interested in discussing this option, please contact OCI at (612)-399-0033.

## About OCI

Organizational Concepts International, LLC, (OCI) provides practical business expertise to drive results through human capital. Our firm specializes in the selection, development, motivation, and measurement of a client's workforce, focused on the intersection of business goals and people.

For more information please visit our website at: <http://www.oci-hr.com>



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For dates and more information about the Leadership Series go to <http://www.oci-hr.com/edu> or call 612-399-0033.