

## Management Training Program

### Learn how to better manage your team by strengthening your leadership and communication skills.

Management is not just a position but rather a unique set of skills and behaviors. Learn how to improve your communication with the team and with your superiors. Learn how to lead through example and through utilizing your company's core values. Learn how to take your experiences and teach others.

Collaboration Business Growth Specialists provides a 3 hour group facilitated program to help managers improve their management skills. The program is once a month on the first Wednesday from 8:30-11:30 beginning on March 3, 2010.

### How will you benefit?

- Learn from other managers who are experiencing your same challenges
- Utilize monthly educational pieces that focus on specific skill set training
- Get to know your management style and how you relate best with others
- Develop a communication style that works for your team
- Grow from your strengths and hire for your weaknesses
- Reach a new level of success by maximizing your team
- Strategize with other community leaders

### What you will cover?

How to:

- Understand what it means to be a manager and leader
- Build a high performance team
- Delegate successfully
- Recruit your key team players
- Retain top performers
- See people for their differences and learn how to maximize their strengths
- Create your vision for your team
- Capitalize on your communication skills
- Goal setting and planning
- Time management and priority setting
- Balance work with your personal goals
- Put it all together to achieve your professional/company aspirations

### Extra

See yourself as others see you and learn how to become a successful leader. The program will pull from assigned reading of top management books, the experience of other local leaders, and what you discover in yourself.

### Who should attend?

This program is an invaluable experience for general managers, supervisors, team leaders, and anyone who is directly leading a team and has less than 5 years of management experience.

## Management Training Program Application Form

Company Name:

Attendee Name:

Email:

Attendee Name:

Email:

Address:

City:

Zip:

Telephone:

Fax:

Contact Name:

Email:

**12 Month Management Development Program**

- An intense hands-on program that assists managers in developing their management and leadership skills

**Schedule**

- 1<sup>st</sup> Wednesday of every month starting March 3<sup>rd</sup>
- Time: 8:30am-12:00pm

**Investment**

- \$299.00 per month (Additional participants from a single company are \$249.00 a month each)
  - Includes class materials, reading materials, strategic business tools, continental breakfast and follow up telephone coaching for the participant.
  - 12 month commitment. If participant cancels prior to the 12 month completion date, full remaining tuition will be due at that time.

**Choose Your Payment Options**

- Credit Card

- Please select type: \_\_\_ MasterCard \_\_\_ Visa
- Please select one: \_\_\_ Monthly \_\_\_ Quarterly \_\_\_ Annually

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

3-digit security code (on back) \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

I authorize Collaboration LLC to charge my credit card for the payment option I chose above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Check

- Please select one: \_\_\_ Quarterly \_\_\_ Annual

**Please send completed form with payment to:**

Collaboration LLC  
3196 S. Higuera Street, Suite D  
San Luis Obispo, CA 93401  
Fax to: (805) 541-9044

For further information or questions  
Contact Jennifer Porcher at (805) 541-9040  
jporcher@collaboration-llc.com