



Priority Learning (207) 653-2552

Inspiring Tomorrow's Performance...

www.prioritylearningresearch.com

Priority Learning presents the *Associates Series for People of Potential*

The *Associates Series for People of Potential* is designed for new and aspiring employees who demonstrate the potential to grow into leadership positions. The series consists of seven full workshop days over five months and provides the basics of professionalism and good management skills.

Sessions 1 & 2: Personal Power, Influence, & Credibility

- Define leadership professionalism.
- Understand your personality style and its impact on leadership.
- Determine how you take in information, make decisions, and communicate.
- Explore your Visibility and Credibility style.
- Discuss leadership ethics.
- Learn to lead up, down, and across your organization.
- Create a professional image through personal organization.

Sessions 3 & 4: Management Theory & Professional Image

- Review management vs. leadership theories.
- Examine the three different supervisory styles and determine your own.
- Use the Covey Matrix to manage your time and priorities.
- Explore transactional and transformational change.
- Understand the Six Emotional Dimensions and the importance of Emotional Intelligence in leadership.
- Build a professional image.

Sessions 5 & 6: Communication, Motivation, & Potential

- Explore how adults learn.
- Develop effective engagement strategies.
- Learn to conduct useful and efficient meetings.
- Understand your Locus of Control in leadership.
- Discover key characteristics of exceptional leaders.
- Practice your presentation skills.

Session 7: Building Relationships

- Return to personality styles to understand decision-making and relationships.
- Determine personal and professional goals.
- Develop good communication skills.
- Discover how to build and maintain professional networks.
- Share your learning through a professional presentation.

For more information, please contact us!

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