From: Anna Raley
To: Anna Raley;
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Leadership Strategies Newsletter

(800) 824-2850 * www.leadstrat.com** **Sept/October 2007**

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Would You Like to Get Published?

Greetings!

Can we really be into the 4th quarter of 2007 already? What an exciting year! Many of you recently participated in our **free webinar series**; as a result of your positive feedback, we are hosting a **complimentary Finance/Banking industry-specific webinar entitled, "What Are Ineffective Meetings Costing Us?"** on Thursday, November 15th at 12:00 pm ET. Contact Olivia Cash at ext. 77 for details.

Facilitators understand the importance of starting meetings off on the right note. **Starting Meetings Masterfully** outlines essential ingredients that engage your audience right from the start.

Leaders and Consultants will want to read **Managing Your Boss**. Help your people be as effective as possible as soon as possible in working with you by giving them an opportunity to bypass some easily preventable mistakes.

Strategic Planners, do you know what your competitive advantage is when it comes to strategic planning? **The Drivers Model--YOUR Competitive Edge** gives you a road map to answering this pivotal question.

This issue's client success story outlines the importance of dealing with the inevitable conflict we all know arises, and underscores the power of confidence before taking on a facilitation role.

Here's to a strong 4th quarter finish and as always, may all your meetings be *masterful,*

Thanks for Reading!

This Issue's Special: Buy Three, Get One Free Special on Public Classes

Buy any three public class seats and get a fourth seat free! Improve your skills in facilitation, consulting, communication, leadership, or strategic planning. This special can be used for different people from the same company and for different classes, but all seats must be purchased and used between October 22 and December 28, 2007. Call 800-824-2850 or Click here for details. You must mention the Sept/Oct Newsletter in order to receive this discount!

Upcoming Classes

The Effective Facilitator

4-Day
Nov 6-9 Denver
Nov 12-15 Atlanta
Dec 10-13 Washington DC
Dec 10-13 Chicago

Streamlined 3-Day
Oct 29-31 Atlanta
Dec 10-12 Sydney

Masterful Meetings
Nov 5-6 Atlanta

Facilitation For Trainers

-- Michael Wilkinson
Managing Director

Best Practice Tip for this Issue: Reviewing Action Items

At the close of the session, review the Action List to remind participants of actions that still need to be taken. Make sure that each action on the list is assigned to an individual in the room and ask that person to establish a date by when the action should be completed. If the action is better performed by someone outside the room, assign the action to a person of authority in the room whose responsibility it is to delegate the action and to ensure that it is accomplished.

Learn more about designing an agenda in The Effective Facilitator! To register for *The Effective Facilitator* course, click here or for more details or call (800) 824- 2850.

- **For Facilitators: Starting Meetings Masterfully - Part I**
What is the most important thing to do in starting a meeting?

  - *Go over the ground rules for the meeting?* We think not.
  - *Introduce people if they don't know each other?* Important, but not first.
  - *Review the agenda?* A very common error.

Consider this: at the beginning of a meeting, people typically...
Click here to continue

- **For Leaders and Consultants: The Managing Your Boss Document**

Dec 3-5 Atlanta

Facilitating IT Sessions*
Dec 13 Atlanta

Strategic Planning
Feb 11-12, 2008 Atlanta

The Effective Consultant
Feb 19-21, 2008 Atlanta

Buying Styles
Apr 21, 2008 Atlanta

Secrets to Facilitating Strategy for Governments & Non Profits
Jun 16-18, 2008
Washington DC

Facilitator Certification*
July 24-25, 2008 Atlanta

From Management to Leadership
Sep 8-10, 2008 Atlanta

*Prerequisite Required

To View the Entire Public Course Schedule, **click here**.

To Register for a Public Course, **click here**.

Learn about our online training courses:
For *Springboard Online!* **click here**.
For *DISC Self Study* **click here**.

Quick Links...

- **Leadership**

Imagine this:

It's your first day to work at a new organization. You have a new office, a new set of policies and procedures, a new culture, a new group of office workers, and a new boss. It's this last point that has you most concerned. Imagine your reaction when, within your first hour on the job, she sits down with you to review a document labeled Secrets to Managing Your Boss: Things to consider if you work for Jane Smith?...
Click here to continue

- **For Strategic Planners: The Drivers Model--YOUR Competitive Edge**
  "So Michael, what is your competitive advantage when it comes to strategic planning? Why should an organization hire your team to help them with strategy? What makes you better?"

  As I pondered the question from the Chair of my Vistage group, I knew he was baiting me. I knew he had an answer but wanted to know what I thought. The bait was on the hook. So I bit. ...
  Click here to continue
- **Client Success Story: Phifer Inc.**
  "I can still remember the first time I was in a meeting being led by a professional Facilitator. She happened to be a friend of mine, and I knew she was a "Facilitator", but I didn't really know what that meant. What I do know is that I was amazed at how smoothly she..."
  Click here to continue
- **The PDI Difference**
  PDI stands for Practical/Dynamic/Interactive. It's what sets Leadership Strategies above the rest. The PDI Difference can be seen in every aspect of what we do.

  Practical Methods that Produce Results: We use proven methods and techniques in both our training classes and our facilitated sessions. Each and every session is carefully planned and executed with precision to ensure consistent results that apply to real-life situations - and produce measurable results.

  Dynamic Energy that Keeps You Engaged: Our facilitators operate on "Level 3" energy so participants are engaged from beginning to end. No doodling in our sessions! We also use a wide variety of techniques to keep the interest high and be sure everyone contributes their best ideas.

  Interactive - Proven Methods for Successful Integration and Application: In our facilitated sessions, our trained facilitators set people up in teams to enhance

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collaboration and ideas that work from every angle. In our training sessions, it's *"practice, practice, practice"* so participants learn by doing it themselves, by critiquing others in the class, and receiving immediate feedback from the instructor.

Learn more about The PDI Difference

- **Spotlight: National Facilitator Database**

Are you looking for a facilitator for an upcoming session, and don't have a clue where to start? Or, maybe you're a facilitator with great skills and experience looking for clients. In either case, we can help. The National Facilitator Database does both. If you would like to speak with one of our Client Relationship Managers to learn more, call 800-824- 2850. NFDB.com is managed by *Leadership Strategies*.

Visit the NFDB Website

- ***Would You Like to Get Published?***

Do you have proven strategies on Facilitation, Leadership, IT/Consulting or Strategic Planning that you would like to share in an upcoming newsletter issue? We'd love to hear from you. Each article should be 750-1,000 words. Images must be provided in either a .jpg or .gif format. Include your contact information and a 30- to 60-word byline. Click here to email your articles to us.

- ***Thanks for Reading!***

We hope you have enjoyed this newsletter and found it useful. Please forward it to any friends or colleagues who might be interested. If you have any feedback, or if you have a tip you'd like to share in a future issue, please email us.