



2019 Leadership Training Series

Session #1

Webinar: Leading a Horse to Water: How to Make Change Happen

Thursday, March 28

10:30 – 11:30 a.m.

Your Workplace

It's a maddening contradiction: change is essential to your company's success today, but it's one of the hardest things to get people to do. This one-hour webinar is for everyone in any leadership position and it shows you how to speed up buy-in on changes that your company needs to make. You'll get helpful insights on why people resist change and then learn practical tips from both brain science and real-world experience to help people adapt more quickly to change with less drama.

- Understand how your actions as a change leader can reduce some of the time and energy it takes for people to make the transition from the old to the new.
- Recognize typical human responses to change, what's behind those responses, and how to deal with the responses.
- Be introduced to a practical roadmap for leading change.
- Learn and be able to use four stepping-stones to change.
- Leave with a step-by-step model for leading change in your company.
- Best of all, you can join in on the conversation from your own workplace!

About the Presenter

Lynn Moline, M.B.A., of Lynn Moline Associates will be leading MPMA's 2019 Leadership Training Series. Her goal is to provide the insight, help, and guidance you need to run a successful manufacturing business in today's ever-changing world.



2019 Leadership Training Series

Session #2 – Four Workshops

Leadership is for Everyone: How to be a Respected Informal Leader

Tuesdays, April 2 and 16, May 7 and 21

7:30 – 9:30 a.m.

*MPMA offices, at IntrinXec Management,
5353 Wayzata Blvd., Suite 350, Minneapolis, MN 55416*

This session of four, 2-hour-long workshops is for employees at every level in every department. Practical and interactive, each workshop is sure to hold participants' attention. Participants learn how anyone can be a more valuable and respected employee by taking initiative, leading by example, thinking critically, and working like a team player. It helps employees understand how their personal initiative and actions have a very real impact on the success of the company, on customers, and on their own job satisfaction and careers. This series is especially valuable for people hoping to eventually assume lead or supervisor positions.

Please Note: When you sign up for this session, you will be registered for all 4 workshops.

WORKSHOP TOPICS

Each workshop includes an assignment to practice the skills discussed.

Workshop 1: Leaders Show Up Anywhere and Everywhere

- What makes someone a leader and what is an informal leader?
- Exercise: what would the best and most productive workplace look like?
- How informal leaders can affect and change their own workplaces for the better.

Workshop 2: Secrets of Communicating with Anyone

- The four elements of communication and why communicating well is more complicated than it seems.
- How a simple change in your focus improves your ability to communicate.
- How to get your message across to anyone.

Workshop 3: Making Your Shop a Better Place to Work

- Why every workplace is a "chain of interdependency" that's only as strong as the weakest link.
- Exercise: Who's in your chain of interdependency at work?
- How to build cooperation with your co-workers.
- Using critical thinking to make or recommend corrective action and improvement.

Workshop 4: Be a Team Player

- What it means to be a team player and why team players get ahead.
- Exercise: The "Win All You Can" game.
- How to be a respected and valuable team player.

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Session #3 – Two Seminars *A Leadership Tune-up for Experienced Leaders*

7:30 – 11:30 a.m.

Tuesdays, June 4 and 18

*MPMA offices, at IntrinXec Management,
5353 Wayzata Blvd., Suite 350, Minneapolis, MN 55416*

You've been in managerial and supervisory roles for quite some time, and you've experienced your share of success as a leader. But you've also faced some headwinds and a few chronic, nagging issues and questions about getting the results you want and need from your team. You're not alone; like every good golfer, every leader at every level can use a tune-up from time to time to review and practice the fundamentals. Join a group of your peers for this series of two half-day seminars to up your game and refresh your outlook.

Please Note: When you sign up for this session, you will be registered for both seminars.

Seminar 1: Who You Are Is How You Lead

- The unique and powerful role of leadership and why it matters.
- Exercise: The Best Boss I Ever Had.
- Assessment: The manager in the mirror - recognizing your own leadership style and strengths.
- How you shape the culture at your company.
- Getting through to people: What every leader needs to know about using outward focus to connect and communicate effectively with others.

Seminar 2: Building Your Team's Capacity to Win and Achieve

- Delivering work direction and setting norms and standards for your people.
- Ways to build and sustain accountability, motivation, and engagement.
- The perennial challenge of letting go of other people's work so you can do yours.
- How to have difficult conversations and give feedback that actually makes a positive impact.
- Assessing team members' strengths and development needs.

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Session #4 – Five Workshops

Leading at the Front Line: A Workshop Series for New Leaders

7:30 – 9:30 a.m.

**Tuesday, August 6, Thursday, August 15,
Tuesdays, August 20 & 27 and Thursday, September 12**

*MPMA offices, at IntrinXec Management,
5353 Wayzata Blvd., Suite 350, Minneapolis, MN 55416*

You've just promoted your best employee to be the lead in his/her work area. You want that person to succeed, but being successful as a lead requires a whole new set of skills that have little to do with being a great machinist, assembler, purchasing clerk, or any other kind of worker. This specially-designed series ensures that your new leaders can apply a good toolbox of basic skills to make them effective in their first role as a leader.

Please Note: When you sign up for this session, you will be registered for all 5 workshops.

WORKSHOP TOPICS

Each workshop includes an assignment to practice the skills covered.

Workshop 1: Your Role as a Leader

- Recognizing the incredible impact of frontline leadership.
- Exercise: Characteristics of great leaders.
- What a leader does and how your role is different now.
- How to communicate work expectations.

Workshop 2: Communicating Like a Leader—You're Not One of the Gang Anymore

- How leaders set and communicate workplace norms and standards.
- Exercise: What workplace norms and standards do you want to set?
- Role modeling the behaviors you want to see in others.
- The three secrets of leadership communication.

Workshop 3: Inspiring Your People and Holding Them Accountable

- How to communicate work direction.
- Myths and facts about how leaders motivate and inspire others.
- Four steps (and a couple of other pointers) for holding your people accountable.

Workshop 4: Coaching Employees for High Performance

- Exercise: How a leader is like a coach.
- What coaches do and why.
- The leader's secret "weapon:" giving supportive, reinforcing feedback.
- How to do course correction coaching that employees actually like receiving.

Workshop 5: On-the-Job-Training that Sticks

- The basics of effective on-the-job training and the lead's role in providing it.
- Exercise: Teaching an employee a (deceptively) simple task.
- Best practices for OJT as seen in a new light.

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