

## In-house Programs

During coaching each participant will discover the benefits of utilizing the unique LMI® process of gradual change over time, spaced repetition and multi sensory learning to guarantee new, effective practices that last a lifetime.

### 1) Personal Development Programs



Effective Personal Productivity®



Effective Sales Strategies®

### 2) Leadership Training Programs

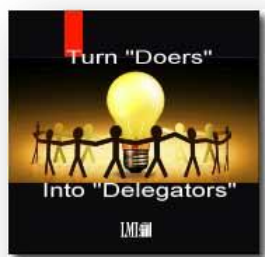


Effective Personal Leadership®



Effective Motivational Leadership™

### 3) Management Training Programs



Effective Supervisory Management®



Effective Team Dynamics®

## Effective Personal Productivity®

The program specializes in helping individuals to improve their ability to plan, organize and make use of their day more effectively.

This program is designed for those with existing management responsibilities, from first line managers to senior directors, who also want to develop as an individual, achieve goals and enjoy greater success.

By learning about a powerful goal setting process, participants can improve their communication, time management and delegation skill. At the same time, they find out about how to empower others and increase team productivity. The methods and techniques taught are a valuable resource for developing existing skills and reinforcing productive attitudes.

This program can be run as well as an open [Executive Showcase®](#) and will help you to:

- increase productivity
- identify high payoff activities
- deal with interruptions
- enhance employee attitudes
- overcome self-limiting obstacles
- tackle key challenges
- increase self-motivation
- develop work teams
- improve efficiency
- communication effectively

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• The nature of productivity</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Goals achievement through time management</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• Increasing productivity through controlling priorities</li></ul>
Lesson four	<ul style="list-style-type: none"><li>• Improving productivity through communication</li></ul>
Lesson five	<ul style="list-style-type: none"><li>• Empowering the team</li></ul>
Lesson six	<ul style="list-style-type: none"><li>• Increasing productivity of the team</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action

### ► Benefits

- ✓ Prioritize effectively
- ✓ Enrich personal growth
- ✓ Inspire self confidence
- ✓ Improve personal organization
- ✓ Manage time effectively
- ✓ Learn to delegate
- ✓ Set business and personal goals

## Effective Selling Strategies®

Nothing happens in any organization until a sale is made. A good sales team, and respect for the skills of a sales professional is at the heart of any great organization.

This is a truly powerful program for sales professionals at any level. It focuses on two key aspects of sales training: skills and attitude. It's in these two vital areas that most sales people need the most help and reinforcement.

Within days of starting the program, participants will experience tangible results, such as an increase in the number of calls made, more sales being closed, larger orders, expanded target markets, great client satisfaction, and other specific, measurable activities.

This program will help you to:

- combine basic and advanced sales methods
- increase personal productivity
- improve interview techniques
- overcome stalls and objections
- prospect effectively
- develop organization skills
- identify, pursue, and close opportunities
- learn the critical art of questioning
- develop the sales cycle

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• Defining your target market</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Approaches that sell</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• The sales interview</li></ul>
Lesson four	<ul style="list-style-type: none"><li>• Discovering prime buying motives</li></ul>
Lesson five	<ul style="list-style-type: none"><li>• How to close sales</li></ul>
Lesson six	<ul style="list-style-type: none"><li>• Overcoming stalls and objections</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action

### ► Benefits

- ✓ Increase sales
- ✓ Achieve measurable results
- ✓ Understand prospects' requirements
- ✓ Acquire increased confidence
- ✓ Improve negotiation techniques
- ✓ Deploy innovative sales strategies
- ✓ Expand target market

## Effective Supervisory Management®

Team leaders are the crucial link between senior management and the work force. However, many people move into a supervisory role with virtually no training. This means they face their new role without the proper skills to prepare them for the challenges and responsibilities they will now face.

This program is designed especially for first time / front line managers. It has been developed to provide the knowledge and skills that managers will need to operate effectively in their role and fulfill their new position. As well as preparing them for their change within the company, it will help to achieve the organization's goal of increased productivity, reduced operating costs and increased profits by improving the effectiveness of team leaders and newly promoted managers.

This program will help you to:

- clarify your priorities
- focus on supervisory skills
- inspire self confidence
- exercise authority effectively
- improve delegation skills
- develop the potential of people
- improve communication skills
- empower other people
- recognize behavioral styles
- generate organizational growth
- minimize stress

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• Successful managers are made - not born</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Exercising authority effectively</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• Improving results through better time management</li></ul>
Lesson four	<ul style="list-style-type: none"><li>• The art of delegation</li></ul>
Lesson five	<ul style="list-style-type: none"><li>• Decision making and problem solving</li></ul>
Lesson six	<ul style="list-style-type: none"><li>• Motivating people to produce</li></ul>
Lesson seven	<ul style="list-style-type: none"><li>• Handling and preventing problems with people</li></ul>
Lesson eight	<ul style="list-style-type: none"><li>• Developing the potential of people and training them</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action.

### ► Benefits

- ✓ Enhance leadership and management capability
- ✓ Enrich personal growth
- ✓ Inspire self confidence
- ✓ Develop people management skills
- ✓ Improve team development and motivation
- ✓ Meet the management challenge
- ✓ Learn to lead

## Effective Team Dynamics®

A successful team doesn't 'just happen'. It's rare for a group of individuals to work together without friction, and hoping that everything will simply just click into place when it matters simply isn't going to work in the longer term. For a team to succeed, they need to continually practice and challenge their collaboration.

This program is designed to enhance and improve the effectiveness of a department or project workgroup. It shows how to create strong bonds of mutual trust and respect between colleagues

This programme will help you to:

- increase the productivity of your team
- establish a common purpose
- assume responsibility and accountability
- improve delegation skills
- develop the potential of people
- improve communication skills
- create mutual trust, support, and collaboration
- develop high-performance teamwork

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• The power of effective teamwork</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Five keys to team success</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• Reaching goals as a team</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action.

### ► Benefits

- ✓ Enrich personal growth
- ✓ Improve respect and trust within team
- ✓ Develop people management skills
- ✓ Improve team development and motivation
- ✓ Handle challenges effectively
- ✓ Set achievable goals and targets

## Effective Personal Leadership®

This program is dedicated to personal development. In fact it is LMI's only non-business related program. Designed to explore the potential for personal leadership and individual growth, it helps people to realize their full potential.

Your staff represents your business to the outside world as they interact with other companies. Their personal motivation and self-image is fundamental to how they perform, respond and lead.

This programme will help you to:

- focus on personal development
- identify personal and business goals
- make choices for success
- alter past conditioning
- overcome self-limiting obstacles tackle key challenges
- increase self-motivation
- change attitudes, behaviours and habits
- improve efficiency

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• Your potential for personal leadership</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Making choices for success</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• Motivation through attitudes and habits</li></ul>
Lesson four	<ul style="list-style-type: none"><li>• Designing your personal growth</li></ul>
Lesson five	<ul style="list-style-type: none"><li>• Developing a personal plan of action</li></ul>
Lesson six	<ul style="list-style-type: none"><li>• Goal setting and personal leadership</li></ul>
Lesson seven	<ul style="list-style-type: none"><li>• Five leadership essentials</li></ul>
Lesson eight	<ul style="list-style-type: none"><li>• Realising your full potential</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action.

### ► Benefits

- ✓ Identify and achieve important personal goals
- ✓ Build on strengths and improve self image and self confidence
- ✓ Identify success attitudes
- ✓ Increase personal productivity
- ✓ Develop key communication skills
- ✓ Achieve results and goals
- ✓ Empower, motivate, and inspire others

## Effective Motivational Leadership™

Your organizations don't want more managers: it needs more leaders. This is LMI's premier program for creating or improving the skills of leaders who wish to inspire and motivate their staff.

The program is designed to enhance the performance of every manager, from the recently promoted through to the most experienced.

This program will help you to:

- clarify your vision
- focus on managerial leadership
- develop a positive self-image
- clarify your goals
- implement new concepts
- expand leadership capabilities
- improve communication skills
- empower other people
- recognize behavioral styles
- develop methods of motivation
- lead change and innovation

Programme content	
Lesson one	<ul style="list-style-type: none"><li>• The challenge of becoming a motivational leader</li></ul>
Lesson two	<ul style="list-style-type: none"><li>• Vision and communication</li></ul>
Lesson three	<ul style="list-style-type: none"><li>• Becoming a motivational leader</li></ul>
Lesson four	<ul style="list-style-type: none"><li>• Developing people to their full potential</li></ul>
Lesson five	<ul style="list-style-type: none"><li>• Empowering team members</li></ul>
Lesson six	<ul style="list-style-type: none"><li>• Building and leading winning teams</li></ul>
Lesson seven	<ul style="list-style-type: none"><li>• Leading change and innovation</li></ul>
Lesson eight	<ul style="list-style-type: none"><li>• The leader of the future</li></ul>

All lesson materials are provided in written and audio format, and include a Plan of Action.

### ► Benefits

- ✓ Become a motivational leader
- ✓ Empower and encourage people
- ✓ Understand human behavior
- ✓ Achieve results through people
- ✓ Improve communication and persuasion techniques
- ✓ Make decisions and resolve issues