

MANAGEMENT & LEADERSHIP SERIES

Leadership is all about turning obstacles into productivity, visions into realities, and poor communication into opportunities to create environments where people are challenged and motivated. We need leaders now - sharpen your tools and become the most effective leader you can be.

WORKSHOP	ISSUES	BENEFITS
Leading Effective Meetings <i>Learning to Love Meetings without Going Insane</i>	Meetings can be punishing when they are boring, time consuming, and have no point. We can learn to love meetings when they have an agenda, begin and end on time, have good leadership, and follow up. Motivate your team - learn to plan and manage productive meetings.	<ul style="list-style-type: none"> • Save time by running efficient meetings • Increase individual participation and build teamwork • Increase productivity by delegating responsibilities • Gain group consensus with clear objectives • Accomplish more through follow up and action items
Communication for Managers <i>Making Communications Work at Work</i>	Language is often imprecise and vague. This can interfere with getting things done. Managers need to know how to be precise with their instruction, work with different types of communicators, and move forward with their own schedule. The ability to get people to understand what you need and when you need it is imperative to your success.	<ul style="list-style-type: none"> • Effectively manage their group • Negotiate and communicate with more confidence and effectiveness • Resolve conflicts within their team in less time with better results • Reduce errors by providing clear language and objectives to team members • Solve problems and make decisions in less time and with less stress
Selling Your Ideas, Products, and Yourself <i>Building Confidence, Trust, and Income through Sales</i>	To excel in sales, you must understand value and positioning, get appointments, and develop active listening skills. If you want to differentiate you and your organization from the others, understanding the basics of sales is a must.	<ul style="list-style-type: none"> • Understand the keys to selling • Make the telephone a friend • Expand account profitability • Target profitable markets • Sell value over price • Gain confidence to influence people
Keeping Employees Motivated and on the Job <i>Solving the Good-bye Blues</i>	Employee turnover is expensive. You waste time and money interviewing and training with no return. Getting the best employees and keeping them is not luck, it's hard work. Make finding and keeping great employees easier by knowing the time-tested secrets that top managers and retention specialist use.	<ul style="list-style-type: none"> • Increase productivity by keeping employees motivated • Save time and money by retaining good employees • Hire and keep the right kind of employees
Presentations with Purpose <i>Presentation Skills that Grab Them by the Mind and Never Let Go</i>	To be competitive, it is essential that your presentation gets attention and keeps it. Learn to organize information and present it with confidence. Engage and convince your audience, whether they are clients, peers, or superiors.	<ul style="list-style-type: none"> • Control the room with confidence • Gather and keep attention immediately • Increase sales • Develop organized and engaging content • Reduce presentation anxiety and nervousness



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Ovson Communications motivates people to take action. We focus on real problems, use humor to encourage participation & breakdown resistance to learning, and develop step-by-step strategies to define and capture opportunities. Ovson Communications customizes all workshops to the specific needs of your organization. Take the first step to success - contact us today to schedule your FREE 20-minute phone assessment.