



The Art of Leadership & Management

The Art of Leadership & Management is a professional development program to advance leadership, management and supervisory knowledge and skills in order to maximize individual and team contributions for the benefit of the organization.

Simply put.....

“Great leaders lead from behind the pack, offering support, guidance and encouragement to explore various paths in order to determine the best one, versus leading from the front of the pack where everyone just follows the same path.”

“Leaders attract followers.”

“Effective leaders lead with a 30,000’ view while maintaining a ground-level perspective.”

“Leaders not only lead a team, but they are also part of the team.”

Lee Ann Szelog

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“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

John Quincy Adams

Overview

How do you develop and maintain a positive workplace environment while balancing myriad priorities and demands? It requires growth from within to become a highly effective role model and influential leader. Once mastered, an influential leader can expect enhanced employee engagement, which contributes to greater productivity from individuals and the team overall. Effective leadership and management skills help preserve the strength of a culture and positively impact employees and customers.

Would you like to learn how to effectively lead and manage your team and harness the energy of others for the greater good? This 5-week/2-hour per week program provides tools and skills to enhance the capacity of managers in order to help strengthen the culture by focusing on the most important aspect of any industry..... people. When people lead and manage people effectively, they can deliver a higher level of service, contributing to a positive environment for all. Teaching participants to be accountable, tough on issues yet fair on people and developing methods to build great teams that deliver impressive results is a key focus on developing management and leadership excellence. Leading with what is commonly referred to as “people skills,” is necessary for leaders to execute a coherent business strategy. Participants in this class will learn how to expand the synergy and diversity of their team by focusing on daily performance management, productivity, accountability, teamwork, vision, innovation, and the power of the human spirit. Through instructor lead presentations, classroom discussion, group exercises, assignments, and real-life practice, attendees will be equipped to immediately use the skills and techniques learned in this program to contribute more effectively than ever before. It’s an investment in not only the attendee, but also the organization, its clients and employees overall.

Learning Objectives

1. Learn to be accountable for yourself, your team, and your organization. Understand the importance of supporting a vision and mission, and leveraging and communicating them effectively in all aspects.
2. Identify the 3 primary responsibilities of leadership and the areas on which leadership has an impact.
3. Leading, teaching, and encouraging the innovation process to enhance customer service, efficiencies and problem solving.
4. Develop techniques to sustain higher levels of individual, team, and organizational performance and capacity by managing performance every day and coaching for winning performance.
5. Learn the power of high-value activities when it comes to productivity.
6. Improve your image, your influence and your success.

Session One

- What do you want to gain?
- What is leadership?
- Why is strong leadership important?
- Skills, traits and behaviors of great leaders
- Introduction of 3 primary responsibilities of leadership

Session Two

- Leadership chain
- What followers want
- Innovation and Process Improvement

Session Three

- Performance Management—Managing in Thirds
- Time Management

Session Four

- Influence and Persuasion through excellence with presentation skills

Session Five

- Your image – Your vision – your strategy – your success!
- Individual and Company Commitments

*This program can be customized to include only the subject matter most important to your organization. Your vernacular, priorities, etc. will also be leveraged in the program to ensure the most meaningful program for your employees.

Testimonials

“I enjoyed the class and obtained many skills that I will be able to apply to my job as a leader.”

Kristen Simas

“This leadership class was very inspirational and the material was truly based on my responsibilities, allowing me to apply the skills immediately, easily and effectively.” **Jennifer Carmichael**

“You inspire me to be a better leader!” **Nancy Alling**

“Lee shows leadership with teaching the subject.” **Melody Ries**

Lee Ann Szelog, Simply Put, LLC:

A professional speaker and award-winning author, Lee Ann Szelog had her first serendipity at the age of 7, although she didn't realize it at the time. She was extremely shy and decided she wanted to overcome her fear of communicating. Since then she challenged herself every day to speak up, write and conduct presentations and overcome her fears. Her persistence paid off; she enjoyed a successful 28-year career as a marketing and training executive, earning several national awards, and being named *Officer of the Year* for Camden National Corporation in 2005. Using her leadership experience, values and vision to find success both personally and professionally, she turned her vision into reality in 2008 to start her own business, Simply Put, LLC. Specializing in presentations to help people communicate more effectively and live life rather than react to it, companies have partnered with Lee when they want to help their employees improve their communication skills, level of engagement and job satisfaction, and maximize their overall happiness and capacity, personally and professionally.

Many clients have said, *“Lee is the best speaker we've ever had!”* She is known for bringing out the best in people by combining real-life stories and conversational techniques which connect with the audience in an intimate, intense and individual level.

Striving to achieve her maximum capacity, Lee also works with her husband, Tom, using their words and his professional photographs to inspire people. From living in a lighthouse on the coast of Maine to a log cabin in the Maine woods they have documented life, human and wild, in two quintessential Maine homes. The result is the publication of two books; the multi-award winning *Our Point of View-Fourteen Years at a Maine Lighthouse*, featuring Marshall Point Lighthouse in Port Clyde, Maine, and *By a Maine River - A Year of Looking Closely*, which explores the natural beauty found in their own backyard.

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