

**Day 1**

TIME	TRAINING LECTURE	KEY POINTS	FACULTY / SPEAKER
5:30 – 6:00 pm	<i>Registration and Dinner</i>		
6:00 – 6:15 pm	Welcome to LI		
6:15 – 7:00 pm	Discover Your Personal Leadership Style	<ul style="list-style-type: none"> <li>• How to transition from staff member to supervisor</li> <li>• The key habits of highly successful managers</li> </ul>	
7:00 – 7:15 pm	<i>Break</i>		
7:15 – 8:15 pm	Build a Strong Team	<ul style="list-style-type: none"> <li>• Understand the qualities you are looking for in your new employees</li> <li>• How to interview potential staff to get an accurate assessment of their suitability</li> <li>• Salary negotiation</li> </ul>	
8:15 – 8:30 pm	<i>Break</i>		
8:30 – 9:30 pm	HR and Formal Disciplinary Procedures	<ul style="list-style-type: none"> <li>• The basic principles of HR and how to apply them</li> <li>• Types of performance reviews and how conduct them</li> <li>• How to discipline and fire employees without breaking team morale</li> </ul>	
9:30 pm	<i>Adjournment</i>		

**Day 2**

TIME	TRAINING LECTURE	KEY POINTS	FACULTY / SPEAKER
5:30 – 6:00 pm		<i>Dinner</i>	
6:00 – 7:00 pm	Goal Setting and Project Delegation	<ul style="list-style-type: none"> <li>• Communications strategies that will make your expectations clear</li> <li>• Customer focus: keeping your team's focus on the needs of the client</li> <li>• Assign projects not tasks</li> </ul>	
7:00 – 7:15 pm		<i>Break</i>	
7:15 – 8:00 pm	Manage a Budget	<ul style="list-style-type: none"> <li>• Align your budget with the overall vision and priorities of the organization and maximize resources to their fullest potential</li> <li>• Keep costs down on your projects</li> <li>• Keep your staff happy within the confines of your budget</li> </ul>	
8:00 – 9:00 pm	Foster Positive Team Morale	<ul style="list-style-type: none"> <li>• Methods of encouraging your team and incentivizing hard work</li> <li>• Tailor your management style to suit your team's personality types</li> <li>• Build a relationship that's both friendly and professional</li> </ul>	