



**THE ARC TRAINING GROUP**  
 A Division of The ARC Consulting Group, Inc.  
 A Profit Enhancement Firm  
 Providing Educational and Consultative Services to the  
 International Business Community

## **SEMINAR FACT SHEET**

### **Dimensions of Leadership ARC Course 302**

#### **Seminar Overview**

Are you ready to take that step into dynamic leadership? Learn how to be recognized and named into a new leadership position. This program will help you develop the skills every effective leader requires. As a candidate for leadership, you need this program to find the heart and soul of a true leader!

#### **Who Should Attend**

This program is for newly appointed personnel in leadership positions, leaders with less than three year's experience, anyone aspiring to be a leader, or any active leader who simply want to refresh their skills and gain a new perspective.

<b>AUDIT PROFESSIONALS</b>	<b>FINANCIAL PROFESSIONALS</b>	<b>TECHNICAL PROFESSIONALS</b>	<b>OPERATIONAL PROFESSIONALS</b>	<b>STRATEGIC MANAGEMENT</b>
Staff	■ Staff	■ I / T	■ Supervisors	■ Managers
■ Seniors	■ Controllers	■ Engineers	■ Team Leaders	■ Directors
■ Managers	■ Directors	■ Proj. Managers	■ Managers	■ Vice Presidents
■ Directors	VP's & CFO's	■ ISO & Quality	■ Plant Managers	CEO's

#### **What Will Be Covered**

We designed this 1 Day program specifically for financial and operational managers who need to identify move to the next level of responsibility – LEADERSHIP!. This program will help you understand the proper role of a leader. You will gain the keys to defining your true leadership style, and how to use that style effectively in the workplace.

#### **How You Will Benefit**

- Identify your personal leadership style and how to apply it to unique situations
- Discuss the difference between managing and leading
- Define the criteria of an effective leader
- How to make people WANT to follow your lead – The Pied Piper Theory
- Know when and how to follow
- Develop teams that accomplish their objectives.

**ARC TRAINING GROUP  
PROGRAM AGENDA**

**DAY ONE:**

- **DEFINING YOU PERSONAL “DIMENSION OF LEADERSHIP” PROFILE**
  - Development of your personal leadership profile
  - Understanding your unique qualities as a leader
  - Identifying Your “Personal Needs Assessment”
  - Developing your Personal Development Plan
  
- **DEFINING THE QUALITIES OF LEADERSHIP**
  - Leadership defined
  - Qualities of an Effective Leader
  - The Pied Piper Theory
  - Leading is not a goal but a process
  - Class Exercise – The Leadership Experience
  
- **UNDERSTANDING THE FOCUS OF ATTENTION**
  - Effective Use of the Leadership Profile
  - Understanding the relevance of you Leadership Profile Scores
  - Class Exercise – Analysis, Accomplishment, and Interaction
  
- **UNDERSTANDING THE FOLLOWER CRITERIA**
  - Understanding the Criteria for “Followers”
  - Class Exercise – Development of the Leader / Follower Grid
  - Effective Use of the Leader / Follower grid – when to lead or follow

**Seminar Pricing and Logistics**

<b>Duration:</b> 2 Days	<b>Prerequisites:</b> None
<b>Seminar Fee:</b> \$ 3,500.	<b>Average Cost / Attendee:</b> \$ 140
<b>Maximum Attendance:</b> 25	<b>CPE Hours:</b> 8 Personnel Development
<b>This fee includes all instructor travel, living and professional fees, and all participant materials. The client is responsible for training facility, audio-visual requirements, and other creature comforts.</b>	
<b>For additional savings to your organization, invite participants from companies in your area who may also be interested in this program. The ARC Training Group places no restrictions on who you can ask to join your group.</b>	

	<p>The ARC Training Group is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN, 37219-2417. Telephone: 615.880.4200. Web site: <a href="http://www.nasba.org">www.nasba.org</a></p>
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