



## Linton Sellen Leadership Training

November 10, 2016 to December 22, 2016  
(7 Thursdays)

You must register by  
**July 31, 2016**  
for the opportunity to receive  
funding through the **Canada/Manitoba Job Grant**

The seven-day Leadership Course equips you to be a more effective leader.

During the past year, over 55 individuals from 7 different print companies have participated in the Linton Sellen Leadership Training Course. They have all been amazed with the course content and delivery style. The course provides you with ideas and tools you can implement immediately. Come ready for new ideas that may challenge your conceptions of leadership.

### This course will teach you

- Why leadership works
- What leadership really is
- What qualifies you to be a leader
- Myths regarding motivation, and what the truth is
- How authority works, how (and how not) to use it
- The 4 causes of performance problems, and
- How to identify them
- The difference between performance and results
- When (and when not to) discipline
- To stop expecting HR to do your job
- How chain of command works, and how it doesn't
- How to build teams
- How leaders should communicate
- How to develop your employees using sense and meaning

### Course Overview

#### Leadership

A Leader's Job - The Job Qualifications - Management and Leadership - Addressing Performance - Performance and Well-Being - The Working Leader - The Peter Principle - Authority - Responsibility - Accountability - Leadership Styles - Decision Making - Input and Control - Delegation - Chain of Command - Unity of Command - When the Job Doesn't Get Done - Analysing Performance Problems - Motivation - Goals - Performance and Results - Rules and Procedures - Correcting Misconduct - Encouraging Initiative - Character - Pride - Self-Interest - Courage - Loyalty - Ethics - Teamwork - Advocacy - Conflict Resolution

### Communication

The Process - Confirmation - Components - Speaking vs. Writing - Asking Questions - Groups - Presentations - Gender Differences

### Training and Development

Developing Capability - Training vs. Evaluation - The Role of Evaluation - Sense and Meaning - Exercise - Primacy and Recency - Subdivision - Sequencing - Aspects of Performance - Explaining - Demonstrating - Assisting - Giving Feedback - Teaching Thinking and Judgement - Teaching Acceptance of Responsibility

### Facilitator:

**Linton Sellen** of Training Plus is an experienced manager, trainer and trainer of supervisors. He has won awards for his leadership, presentation skills and training ability. He received his postsecondary education from the Faculties of Management and Law at the University of Manitoba. After receiving his Call to the Bar, he joined Canada's Air Force. He earned his pilot wings, the highest instructional category available, and his commission as an officer. He was put in charge of the training and evaluation of Air Force supervisors and instructors. He also acquired years of first-hand practical experience as a manager, coach, and leader. For the last 15 years, Linton has conducted training of managers and supervisors and provided leadership consultation to businesses and other organizations. Specializing in leadership, he developed the *Leadership Course* to address the issues faced by the leader in the modern workplace.

### **Cost:**

**MPIA Members - \$2,100/person (GST included)**

**Non Members - \$2,600/person (GST included)**

### **To register contact:**

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