

*To discover new  
seas you have to  
lose sight of  
familiar shores...*



A HIGHLY  
INTERACTIVE ONE  
DAY SEMINAR

Our national training venues:

LONDON  
LIVERPOOL  
MANCHESTER  
NEWCASTLE

“ ...She speaks with passion  
about how to advance in business  
and the personal realm; particularly  
maximising the potential of the  
individual. ”



[WWW.EMGUK.NET](http://WWW.EMGUK.NET)

## THE SECRETS OF EXCELLENT MANAGEMENT AND MOTIVATING PEOPLE

The key to any company's success is the quality of their leaders and management within it.

This course highlights the key areas that leaders must have in place to be effective, inspiring and organised.

This seminar will cover tools and tactics that will get the best out of your staff and uncover the secrets of expert leadership – how to handle conflict, develop good decision making and prioritisation, innovate, inspire and create the environment where staff become self-motivated.

6 CPD HOURS  
Accredited by  
Solicitors Regulation Authority



# PROGRAMME

Full day: 9.00am - 5.00pm

## Registration and coffee

- Introduction, aims and objectives
- Understanding your role as a leader
- Handling leadership challenges

## Coffee break

- Self management
- Becoming a master at communication
- Managing conflict and crises
- Overcoming negativity and resistance

## Lunch

- Understanding personality
- Keys to motivation
- Leading a diverse work group effectively

## Tea break

- Putting theory into practice
- Action Plan
- Feedback

## Close of seminar

# BECOMING AN EFFECTIVE LEADER WILL ENHANCE BUSINESS RESULTS AND ESSENTIALLY THE BOTTOM LINE

It is said often that a company's greatest asset is its people, hence the investment in training and especially its leaders.

On completion of the seminar, delegates will be in a better position to:

- Learn new techniques to enhance leadership qualities and build new ones;
- Learn about personalities within teams and how to maximise strengths and minimise weaknesses;
- Use techniques to communicate the company message, vision and mission effectively;
- Use effective delegation in order to prioritise and achieve management objectives;
- Turn negativity into positive change and channel into a creative solution – with and separate to the team;
- Measure, manage and improve team results through creating more trust, developing listening skills and creating a self-starter environment where staff feel empowered;
- Leave the day with new leadership skills that will enhance their own as well as their team's future performance.

## Our Strategy

Our strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the seminars. Using case studies and practical examples, the delegates will be provided with a thorough grounding in this field and will gain the confidence needed to deliver accurate, effective advice.

# SEMINAR PRESENTER - Amanda Steadman

A graduate of Business & French and German and after extensive international travel, Amanda embarked on a career in sales. After numerous years in recruitment she moved into consultancy and developing people globally within franchising and headhunting. Over the next few years she trained hundreds of consultants and owners in how to be successful. Her remit spanned: how to hire, train and retain staff; negotiate, lead, coach and present. Her emphasis was on how to create wealth through business and systems; whilst keeping the motivation and focus of the team. This also included consultancy, training and speaking engagements internationally in USA & Europe and in other languages in France, Germany, Czech Republic, Cyprus and Spain. After helping so many others develop successful businesses; it was time for her to do something different and even more challenging. She began coaching and running courses alongside her full time job, then began a joint venture consultancy in Resourcing and Training. She also built up an admirable property portfolio, inspired others to create wealth and take action to change their lives for the better. She is passionate about people development and ensuring that the key messages are developed in a creative, fun, way that gets results.



## IN - HOUSE LEARNING & DEVELOPMENT SOLUTIONS

### Tailor-made training for your company

If you have a group of three or more delegates you could benefit from our flexible, in-house training programmes. Call us for a free quotation.

### Membership scheme

You and your firm could be saving £000s on your CPD training. Find out how to join our membership scheme and receive immediate benefits.

For more information please call our Customer Services **+44(0)208 822 3321**, e-mail us at **info@emguk.net** or visit us online at **www.emguk.net/membership**.

### Who should attend?

This course will be of benefit to team leaders or new managers of teams of any size.

### Our commitment to you

In order to ensure maximum interaction with delegates, numbers will always be kept to 15 delegates or less per seminar.

Delegates will receive a comprehensive pack, including presenters' slides.

### Continuing Professional Development

EMG Associates is approved as an external course provider by the Solicitors Regulation Authority (SRA) SRA reference No. **DKU/EMGA**.

Attending this seminar qualifies you for 6 CPD hours.

Certificates of attendance will be given to all delegates, so that they may claim appropriate credits in respect of other continuing professional development requirements.

# THE SECRETS OF EXCELLENT MANAGEMENT AND MOTIVATING PEOPLE

## Our national training venues:

London: 7th Floor, 3 Shortlands, Hammersmith. W6 8DA

Liverpool: Il Palazzo, 7 Water Street. L2 0RD

Manchester: St James court, Brown Street. M2 2JF

Newcastle: The Collingwood Building, Collingwood Street. NE1 1JF

[http://www.emguk.net/ap\\_traininglocations.asp](http://www.emguk.net/ap_traininglocations.asp)

EMG Associates member price: £360 + VAT

Non-member price: £450 + VAT

## Four easy ways to book

**Telephone** us on +44(0)208 822 3321

**Fax** this form to +44(0)208 822 3357

**E-mail** us at [bookings@emguk.net](mailto:bookings@emguk.net)

**Post** this form to Customer Services:  
EMG Associates (UK) Ltd, 7th Floor, 3 Shortlands,  
Hammersmith, London W6 8DA

## Invoice/Payment details

### NB. Payment must be in Pounds Sterling

I am enclosing my cheque for £.....  
payable to EMG Associates (UK) Limited

I am paying by Bank Transfer (Bacs)

**Bank name: NatWest**

**Sort code: 60-50-06**

**Account no: 37664018**

Purchase order: .....

The fee includes refreshments, administration and full documentation. For further enquiries relating to this programme, its content, the venue, or if you have any special requirements, please do not hesitate to call Customer Services on +44(0)208 822 3321.

## Delegate details (Please complete in BLOCK CAPITALS)

Full name: \_\_\_\_\_

Job title: \_\_\_\_\_

E-mail: \_\_\_\_\_

(To enable us to confirm your booking as efficiently as possible, please supply your e-mail address.)

Telephone: \_\_\_\_\_

Special requirements: \_\_\_\_\_

## Invoice details

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

No. of employees  1-5  6-10  11-25  
in your organisation:  26-50  51-99  100+

## Booking details

Please see the website for available dates and locations:

[http://www.emguk.net/bp\\_cpddirectory.asp](http://www.emguk.net/bp_cpddirectory.asp)

Course date: \_\_\_\_\_

Course location: \_\_\_\_\_

(For more than one delegate please photocopy this form.)

### Terms and Conditions

**1.** Confirmation of your booking will be sent by e-mail or post within 3 days of receipt of your booking. A VAT invoice and joining instructions will be sent to you acknowledging your booking. Please contact us if you do not receive this within seven days of booking. Seminar documentation is distributed at the time of the seminar. **2.** Upon receipt of your booking, your place(s) will be confirmed. Any cancellation must be received in writing. The following charges apply in the event of cancellations: Up to 15 days before the event – 10% + VAT; Less than 15 days before the event – 100% +VAT. A substitute delegate can be named at any time before the seminar begins without any charge. **3.** This booking form constitutes a legally binding contract. The delegate and the employer are jointly and severally liable for payment of all fees due to EMG Associates (UK) Limited. To the extent permitted by law, neither EMG Associates (UK) Limited nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon the seminar, material or presentation of the seminar. **4.** Continuing Professional Development hours or points may be claimed from the following professional bodies: The Solicitors Regulation Authority and the Bar Standards Board. **5.** EMG Associates (UK) Limited may periodically contact you with details of seminars that may be of interest to you. Please write to the Customer Services Team if you do not wish to be included in this activity. **6.** It may be necessary for reasons beyond the control of EMG Associates (UK) Limited to change the content and timing of the seminar, the presenter, the date or the venue. In the unlikely event of the seminar being cancelled, EMG Associates (UK) Limited will automatically make a full refund but disclaim any further liability. **7.** EMG Associates (UK) Limited reserves the right to change the timing of the seminar, the presenter and the date and venue due to reasons beyond their control. EMG Associates accept no liability if, for whatever reason, the seminar does not take place.

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