



The Institute for Management Studies, 201 West Liberty Street, Suite 100, Reno NV 89501

SUBJECT	INCREASING YOUR PERSONAL EFFECTIVENESS		
FACULTY	DR. WOLF RINKE		
LOCATION	Charing Cross Hotel The Strand, London WC2N 5HX 0870 333 9105	DATE	Monday, September 21, 2009
		REGISTRATION	8:30 AM
		SESSION	9:00 AM - 4:00 PM

TIME TOPICS

25%	Positive self-esteem: the foundation of personal effectiveness <ul style="list-style-type: none"> • What you must do to move yourself into the top 3% of your profession • Fail-safe strategies that will increase individual and team self-esteem • Learn how to consistently achieve win-win outcomes
10%	Purpose: how to create your future today <ul style="list-style-type: none"> • Strategies to help transform your dreams into reality • Discover how to prevent others from sabotaging you • Identify your “fire in the belly” goals and see how to achieve them
15%	Energy: how to maximize your performance <ul style="list-style-type: none"> • Acquire the ability to achieve peak energy • Discover how you can sustain energy over the long term • Learn how to reduce your worrying
10%	Education: how to achieve lasting job security <ul style="list-style-type: none"> • How much you invest in yourself dramatically increases your income • Keep yourself on the cutting edge without spending any discretionary time • Make yourself more valuable and become a highly respected team leader
25%	Positive attitude: how to develop a competitive advantage <ul style="list-style-type: none"> • Discover how to develop a positive explanatory style • Find out how to live longer, stay healthier, and succeed more rapidly • Learn how to get your subconscious to work for you, not against you
15%	Perseverance: how to deal more effectively with change <ul style="list-style-type: none"> • Focus on the rewards of achievement instead of the penalties of failure • Eliminate self-destructive negative behaviors • Master specific steps to help turn failures into opportunities

SEMINAR DESCRIPTION

In this energizing, highly interactive session, we will look at some of the most powerful strategies managers can use to increase their individual effectiveness in today’s rapidly changing business environment. Dr. Rinke will explain how to develop powerful interpersonal skills, including many of the most-effective motivational skills. Participants will learn how to fulfill their own potential and that of their team members, increase the level of trust, boost morale, and build a peak-performance workplace. This seminar is full of practical tips, tools and strategies that you will be able to apply tomorrow and improve the quality of your life!

FOR RESERVATIONS

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FACULTY



DR. WOLF RINKE, CSP is the President of Wolf Rinke Associates, Inc., a management development and consulting company dedicated to helping organizations and individuals maximize their potential. He has over 30 years of hands-on management and leadership experience and is a widely published author of 13 books including his most recent: *Don't Oil the Squeaky Wheel, and 19 Other Contrarian Ways to Improve Your Leadership Effectiveness* published by McGraw-Hill in 2004. His work has been featured in numerous publications such as *Success Magazine, Harvard Management Update, Executive Excellence* and over 300 radio and TV programs, including CNN. He is a highly effective management consultant, executive coach and internationally recognized speaker who is known for his ability to energize, entertain, and empower. He has spoken to over 80,000 people in 13 countries on the topics of management, motivation, leadership, creativity and service excellence. Dr. Rinke's client list includes ARAMARK, Baxter, Bristol-Meyers Squibb, Cigna, Delta Air Lines, Dole Fresh Fruit Co., East Asiatic Company (Singapore), Giant TMC (Malaysia), ISS A/S (Denmark), Manor Care, Marriott, MBNA Bank, Michelin, Motorola, Perez Companc (Argentina), SAP A/G, Sargento Foods, Select Service Partner (Denmark), ServiceMaster, Sinar Mas Group (Indonesia), Sodexo, Sysco, Warner Bros., Wyeth-Ayerst Laboratories, plus numerous other organizations and associations throughout North America, Europe and the Pacific Rim. Dr. Rinke's electrifying passion has energized thousands of managers to take action and achieve dramatic improvements in performance, productivity and profitability.

GUIDE TO PARTICIPANT SELECTION

SENIOR EXECUTIVE
(Pres, Exec & Sr. VP)
EXECUTIVE
(VP & General Mgr)
SENIOR MANAGER
(Div. & Reg. Mgrs)
MIDDLE MANAGER
& SUPERINTENDENTS

3	3	3	3	3	3	3	3	3	3	3	3	3
2	3	3	3	2	3	2	3	3	3	3	3	2
1	1	2	2	2	2	1	2	1	2	2	2	1
1	1	1	1	1	1	1	1	1	1	1	1	1
Admin	Distrib	Engr	Finc	H.R.	Legal	Mkng	IT	Ops	Plng	Pchsg	R&D	Sales

APPLICABILITY

"1" indicates primary target audience
 "2" indicates a good fit if the level of material is appropriate
 "3" indicates (in the opinion of the Institute and faculty) limited applicability.

FOCUS

PRIMARY

LEADERSHIP DEVELOPMENT:

Adaptability, Commitment, Creativeness, Decisiveness, Developmental Perspective, Empathy, Initiative, Interpersonal Relations, Judgment, Motivation, Persistence, Balance

SECONDARY

EXECUTING/CONTROLLING/EVALUATING:

Use of Authority, Guidance

TERTIARY

PLANNING/ORGANIZING:

Developing Specific Plans, Generate and Obtain Plan Support

LEVEL

Introductory Intermediate Advanced