



BECOMING A LEADER: STRATEGIES & TOOLS FOR  
NEW & EMERGING LEADERS  
with Dr. Ellen Burts-Cooper  
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

## BECOMING A LEADER: STRATEGIES & TOOLS FOR NEW & EMERGING LEADERS

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When employees are promoted to managerial positions based on their performance in their current roles, they may need more support and preparation to lead and manage others effectively. Success in this role requires a critical set of skills, including performance management, motivation, team development, communication, delegation, and priority management. Managers should develop these skills to ensure the productivity of the people they supervise.

This program focuses on equipping managers with the knowledge and tools they need to effectively manage people and increase productivity in their areas of responsibility. Participants will explore basic managerial concepts, discuss common situations and challenges, and learn how to apply specific strategies and tools to successfully manage people.

### DR. ELLEN BURTS-COOPER

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Dr. Ellen Burts-Cooper has spent over two decades providing personal and professional development training, coaching and consultation. She has been featured in Time Magazine, Black Voices, Smart Business Magazine, Bloomberg BusinessWeek, Cleveland Jewish News, Cleveland.com and Crain's Cleveland Business.

She is also the author of two books "aMAZEing Organizational Teams: Navigating 7 Critical Attributes for Cohesion, Productivity and Resilience" and "Canine Instinct: A Guide to Survival and Advancement in Corporate America." Previously, Ellen served as a Senior Vice President and Senior Director of Operational Excellence, IT Performance Management and Governance for PNC Financial Services. Prior to the financial services industry, Ellen worked in the electronics industry where she led global teams in several functions at 3M Company in St. Paul, MN.

She earned a BS in chemistry from Stillman College in Tuscaloosa, AL, her PhD in organic/polymer chemistry from Virginia Tech in Blacksburg, VA, her MBA from the University of Minnesota, Carlson School of Business, and her Lean Six Sigma Master Black Belt certification from 3M Company.

# TOPICS COVERED

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## MANAGE SELF AND TEAM THROUGH LEADERSHIP TECHNIQUES

MOTIVATE THROUGH GOAL AND METRIC SETTING

## CONVEY THE MOST CRITICAL INFORMATION THROUGH EFFECTIVE COMMUNICATION AND MEETING MANAGEMENT

SELECT THE MOST CRITICAL WORK THROUGH PROJECT PRIORITIZATION

## EMPOWER THROUGH EFFECTIVE DELEGATION

## PROVIDE TOOLS FOR PROPER PROJECT EXECUTION

## ENSURE ACCOUNTABILITY BY MONITORING PROGRESS THROUGH METRICS

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