

# MentorTraining

Corporate Computer and Soft Skills Training  
*Serving the Bay Area since 1987*

## **Leading in Tough Times**

### ***Doing More with Less Series***

#### **Course Description:**

This course is intended for intact teams or management teams that are facing significant budget and resource constraints. The objective of the course is to get the team aligned behind the leader and fully into the performing state. This course uses a combination of team building and facilitation techniques to get the team talking about frustrations, concerns and fears, to develop a clear vision, to identify roles and tangible goals, and to build a working strategy for addressing the challenges their current situation.

**Course Length:** The meeting's length will be determined in consultation with the team leader; we recommend a ½ day to a full-day session.

**Course Audience:** Intact teams or management teams of up to 12.

#### **Course Objectives:**

- Reduce confusion, uncertainty, and fear in difficult times, building alignment and productivity within the group.
- Improve communication and focus around key challenges facing the team.
- Build esprit de corps, sense of common goal, and mutual support.
- Develop a clear vision, tangible goals, and working strategy.

#### **Course Outline:**

Specific outlines are tailored to the specific needs of the leader, group and organizational culture. Topics might include:

1. Three new principles and actions for you and your team—discussion and application.
2. What is the most important issue facing our team?
3. Acknowledging the pain; what do we need to talk about? (This is not business as usual)
4. What are three things you need to stop doing, or let go of?
5. Looking back at the end of '09, what would you be proud of that your team did?
6. What does a leader need to do in tough times?
7. How should we interact with each during this time?
8. How can we get out of “reactive mode” and move to being proactive?
9. How can we succeed with limited resources?
10. What are our new priorities?
11. Starting with a clean plate, what should be on it as we go forward?
12. What is our vision as we go forward? Do we need to change our strategy? How?

# MentorTraining

Corporate Computer and Soft Skills Training  
*Serving the Bay Area since 1987*

## **Course Methodology**

Prior to the workshop, the facilitator will meet twice with the team leader for coaching and workshop planning. Follow up sessions with the team leader or group are an additional option for improving impact.

## **About the Facilitators:**

The instructor for this course has been a soft skills instructor and coach to Bay Area companies for 30 years. He is a master trainer and facilitator, having delivered over 2000 training sessions and teambuilding sessions. Marty has authored a full series of managerial soft skills courses, and he specializes in communication and relationship topics.

Kevin Martin is the President of Mentor Training and a Senior Facilitator at the Stanford Graduate School of Business. He brings over 25 years of leadership experience in the management consulting, private equity and technology industries. Kevin possesses a deep knowledge of and keen appreciation for employee development and the skills necessary to succeed at every career stage.