

The High Performance Manager



A FAST TRACK MANAGEMENT DEVELOPMENT PROGRAM

BY GREGORY NEOCLEOUS



epimorfosis

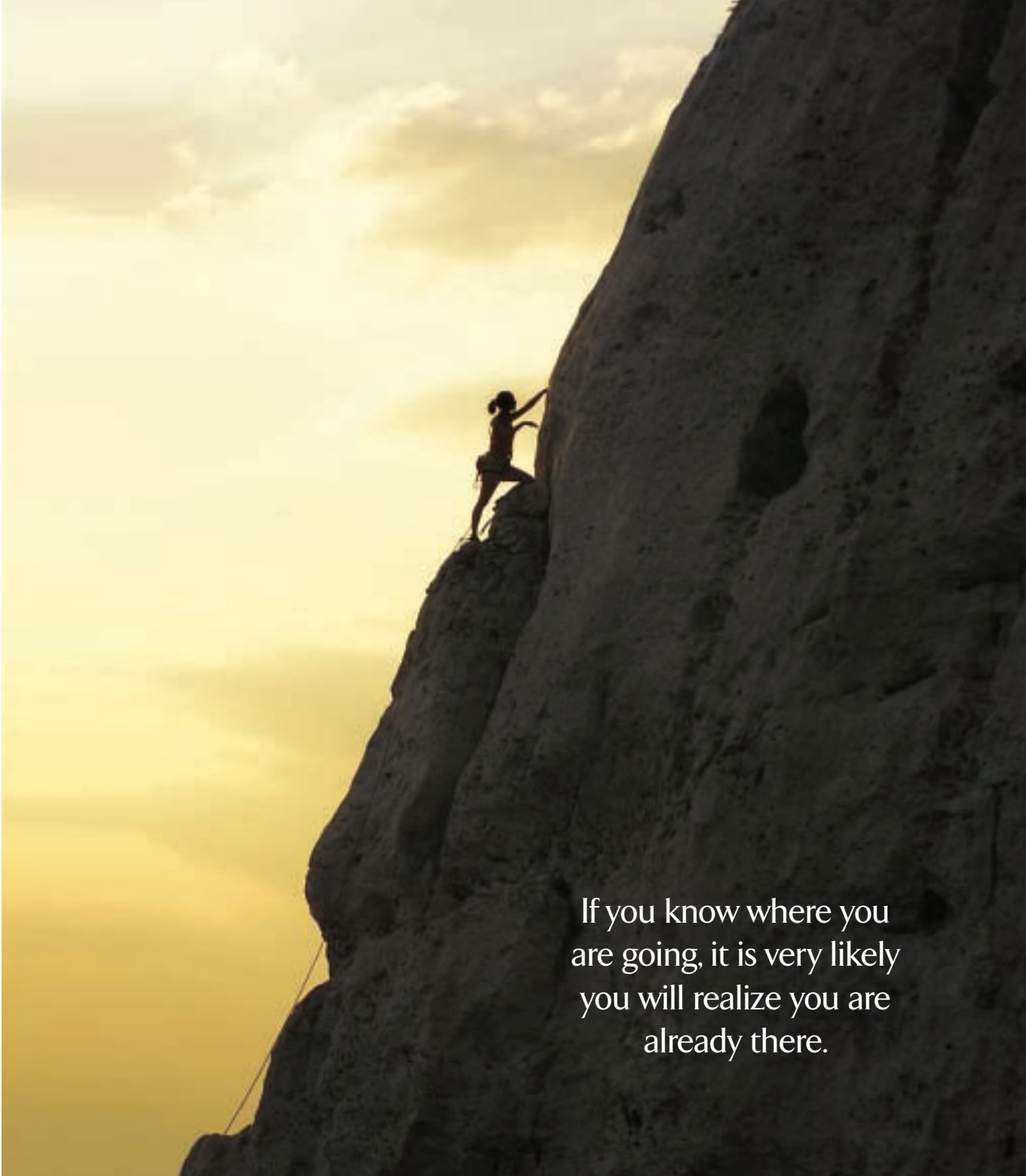
TRAINING AND CONSULTING



“It is time more and more of us became builders, encouragers, doers, and motivators. It is time we charted our own path toward achievement, and the greatest, most motivating dreams will have little lasting effect unless you take your eyes off yourself and focus your attention on the success of the people in your organization”

GREGORY NEOCLEOUS





If you know where you
are going, it is very likely
you will realize you are
already there.

The Direction

Epimorfosis Consulting is one of the island's leading human resource training and consultancy companies. Our team is dedicated to guiding you towards a promising future by studying your personal needs and goals and training you to successfully nurture potential in yourself and others. The company owes its success to workshops that do not merely dictate motivation but also put it into practice. Workshops are designed to stimulate and enthuse participants in order to create an effective change in non-effective opinions and conceptions. Our aim is to apply methods to continuously enhance performance in a motivated environment.

Your ability to lead and manage a diverse and challenging workforce has direct impact on your organization's success. This workshop helps you:

- Maximize individual and organizational performance by increasing energy and creativity devoted to profit-generating activities.
- Urge high potential members of staff to assume greater and more complex responsibilities.

Human resource is the only resource you need in order to materialize the vision you have (and should be sharing) for your company. Many managers however still find themselves asking questions such as:

- Are we effective leaders?
- Are we working on becoming Master Communicators?
- Are my teams working together efficiently?
- Are we really understanding organizational and individual goals?
- Are we setting the right goals and programming them into our subconscious to get better results?
- Are we hiring the ideal candidates?
- Are we making the most of company time?
- Are we motivated enough to offer high performance steadily?
- Are we making the most of our meetings?
- Are we effectively implementing company transformation?
- Are we tapping into the key features of successful planning initiatives?
- Are we open to growth opportunities in order to reach full potential?
- Are we thinking and planning strategically?

Reconstructing your team's way of thought effectively will lead them to positive change and if you believe positive change is needed then the course "Developing the High Performance Manager" is a sure way to get started.

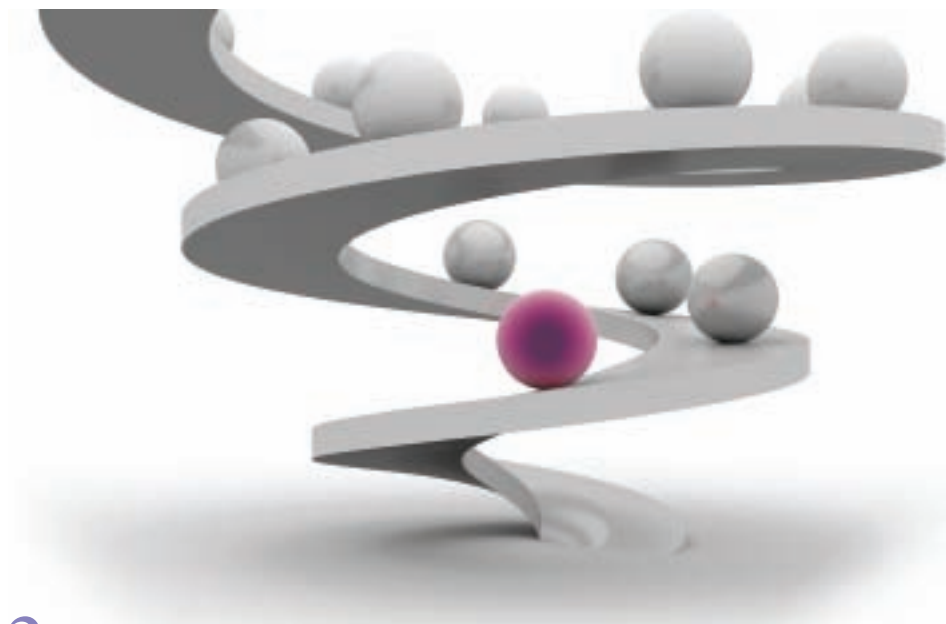




The Workshop

The course has been designed by Gregory Neocleous – a charismatic seminar leader and coach who has dedicated his career to the study of effective methods directed at professional and personal change and success. The workshop targets Managers, Middle Managers, Team Leaders, Supervisors, members of Human Resource Departments. The course aims to efficiently develop management and leadership skills covering the following:

- 1. Maximizing your Potential as a Leader by Expanding your Comfort Zone:** Management and Leadership skills, Conflict Management, Balance Behaviour Attributes, Assessing Others, Developing your own Personal Master Success System, Providing Leadership in an Empowering Environment, Managing your Ongoing Personal Improvement Plan, Promoting Excellence.



- 2. Accelerating Performance by Developing Various Team Roles within your Organization:** Working as a team, Understanding Group Roles, Developing Effective Teams, Discovering Individual Strengths and Weaknesses in team members, Inspiring and Directing your team for greater readiness and competitiveness.
- 3. Mastering Communication and Increasing Profits:** Empowering personal communication by understanding the factors that lead to good and bad communication, Developing Strategic Behaviours for Personal Development and Leadership, Enhance Co-ordination and Cooperation among departments, Enhancing Positive Behaviour, Applying and Understanding the Stages of Communication from the conception of the idea to the final delivery and presentation, Developing persuasive skills to sell your strategic ideas, Applying the skills of a World-Class Communicator.
- 4. Spotting and Keeping Top Candidates:** Methods and techniques for Choosing Ideal Candidates for your team, CV Evaluation, Understanding and Preparing Job Descriptions, Asking the Right Questions, Interview Preparation and Understanding Body Language.

“The secret of joy in work is contained in one word - excellence. To know how to do something well is to enjoy it”.

PEARL S. BUCK





5. **Accelerate Performance through Competency Challenges:** Holding others in esteem, Developing Competent Performance, Enhancing Performance Appraisal Systems, Conducting Successful Appraisal Meetings, Establishing Effective and Result-Oriented Goals, assessing others by looking at results, Identifying Increase in Employee Effectiveness.
6. **Beyond Time Management:** Setting priorities and organizing personal and company time, Understanding "Time-Thieving", increasing personal and subordinate productivity, Making the Greatest Impact in the Shortest Possible Time.
7. **Producing Champions through Motivation:** Understanding organizational and personal benefits, Team Motivation and Individual Empowerment, passing your strengths on to others, Creating Champions.
8. **Successful "WIN-WIN" Negotiation and Proposal Techniques:** Understanding factors that obstruct effective negotiations, understanding the process of negotiations and "Making it difficult for others to say no" through the Refuse-to-Lose technique.
9. **Maximizing Productive Meetings:** Meeting Procedures, Coordinating Meetings and coming to an effective conclusion, Understanding Key Roles in an effective meeting, Structuring Agendas and Following Up on "Take-Action" Results.



10. **Fostering Change and "Speed-Up" Growth Opportunities:** Understanding Company Culture, the importance of correct management through change, Building a plan for bringing a common approach to change, Making Change Challenging, and Understanding Management Roles through Change.
11. **Mastering Strategic Thinking and Planning:** Discovering the Optimal Roles of Managers in Planning Initiatives, Applying the Key Features of Successful Planning Initiatives, Assessing Core Organization Competencies, Identifying the most effective strategies and tactics for deployment in your organization, Closing Deficiency Gaps, Building World-Class Strategies.
12. **Creating a Powerful Crisis Management, Problem Solving and Decision Making Framework:** Corporate Solving Techniques, Unlocking New Ideas, Creative Analysis and Thinking, Constructing Solutions and Taking Action.

“To achieve the impossible, one must think the absurd; to look where everyone else has looked, but to see what no one else has seen”.

UNKNOWN



Having completed the course, participants will agree that we all have the power to become mentors and effective leaders once we learn and implement the necessary tools, skills and behaviour patterns. The course ultimately aims to help you:

- Maximize leadership potential
- Pinpoint personal strengths and weaknesses and create an effective personal Master Plan for accelerating performance
- Discover what motivates your teams and work towards satisfying staff needs
- Understand the various forms of communication and create strategic behaviour patterns when communicating with various personalities
- Effectively deal with everyday crisis and problems
- Understand psychometric measurements in order to effectively evaluate and coordinate staff development and progression
- Develop and maintain a high performance work place
- Understand the methods of applying the positive thoughts to achieve set goals
- Successfully negotiate with clients and staff members and achieve win-win results



The Methodology

This course is unlike most seminars, mostly due to the fact that the entire program is focused on hands-on experiences to pursue ideas that have to do with your specific needs. Each session includes instructions, discussions, examples, trainer demonstrations; team activities and lots of skill practice to make sure managers can use their new skills immediately. Once you create your Personal Master Plans, we will help you improve your impact so you will be in a position to effectively take on your responsibilities with sure success. Through coaching and feedback we will help you develop the necessary tools to reach the maximum of your capabilities and become the best you can be.



Leading a team can at times be frustrating and tiring but a non-effective manager can destroy potential, natural talent and personnel enthusiasm. It is therefore very important that course participants are guided to behave in the following way:

Less confusion and stress	▶ More productive communication
Less misunderstandings	▶ Improved relationships between personnel
Less disappointment	▶ Focusing on the best solution to any given problem
Less time wasting	▶ More confidence with regards to successful results
Less egocentric solutions	▶ Developing an attitude directed to the company

Private Coaching Sessions

The instructor will also offer two free personal coaching sessions (1½ hour per session) to those who has completed the course in order to further enhance and develop their Personal Master Plan.

The workshop is based on a limited number of participants, however training can be tailored to the needs of the client and be delivered in-house at a later date.

The Coach



Gregory Neocleous
Managing Director of Epimorfosis Consulting

Gregory is a leading business speaker; able to speak authoritatively on the broadest global trends in personal and organizational change while leaving even the most specialised audience with relevant, useful and inspirational advice.

“We never know how far reaching something we may think, say or do today will affect the lives of millions tomorrow”.

B.J. PALMER

As a change specialist, Gregory's studies and research interests range from organizational reengineering and entrepreneurship to the impact of restructuring work and employment. He has trained and consulted a wide range of public corporation and organizations in Europe and Asia and creates tailored solutions for his clients exploring the impact of incipient trends in today's business developments.

Mr. Neocleous has spent the last 15 years working on a manual referring to “The Art of Successful Management Practices” and he will be sharing some of its most valuable lessons during his life-changing workshops. Based on his research, Gregory has combined his years of empowering wisdom with the professional trends of the business environment. He can now give organizations a list of managing truths, success criteria and practical guidelines to generate profits by substantially cutting unnecessary costs and accelerating employee performance by at least 6 times. His workshops changed the lives of managers and have given them a greater sense of inspiring their work and their people.

He has completed over 6,500 hours of management development seminar presentations and workshops and has offered his guidance to over 5,500 people from 30 different nationalities, over the last 5 years. All his training is based on actual experience and has proven successful. As well as counselling various departments of the Cyprus Government he has also coached governmental officers and political leaders and has offered his services to various foreign governments. Gregory was a counselor and coach at Mars&Venus Institute in the U.S.A, HR Manager of PricewaterhouseCoopers and is approved by the multinational corporation SHL for career guidance based on work-related psychology and consultation. He is also a Certified Human Resource and Management Consultant by the Human Resource Development Authority in Cyprus.

Epimorfosis clients include Apollonion Hospital, Bank of Cyprus, CAA Travel, CYTA, Fasouliotis Ideal Home Centre, General Hospital of Nicosia, Government of Cyprus, Hanseatic Shipping, IKEA, JCC Payment Systems, Laiki Popular Bank, Leptos Group, Medochemie Pharmaceuticals, Orphanides Supermarkets, Zorpas Bakeries, PricewaterhouseCoopers, KPMG, EKO and Cybarco.



For more information or to confirm participation please contact Epimorfosis Consulting Ltd.
Tel: +357 22410099, Fax: +357 22670099, E-mail: info@epimorfosis.com
Address: 2-4 Arch. Makariou III, office 502, Capital Centre, 1065 Nicosia, Cyprus.

“What would you attempt
to do if you knew you
would not fail?”.

ROBERT SCHULLER



Enthusiasm
Excellence



TRAINING AND CONSULTING

2-4 Arch. Makariou III,
Office 502 Capital Centre,
1065 Nicosia, Cyprus.
Tel: +357 22410099, Fax: +357 22670099
E-mail: info@epimorfosis.com