

BECOMING A PROACTIVE LEADER

PROACTIVE LEADERSHIP –

Though it often seems like a gift, leadership is learned through awareness, application, and experience.

Proactive leaders seek positive opportunities, even from the bleakest of circumstances, pursuing solutions and prevention plans. They use their experience to take calculated risks, knowing that high quality, cost-effective service is the result of carefully chosen alternatives.

Objectives

Upon completion, participants will be able to apply a variety of management techniques and methods and understand how these tools and a proactive style can help them be more effective and efficient.

- Identify the impact of a team approach on quality outcomes, productivity, ongoing improvements;
- Outline a strategy for managing change that will minimize conflict, remove obstacles to successful implementation, and ensure outcomes;
- Describe the action steps that lead to becoming a proactive leader;
- Understand the necessity, appropriateness, and urgency of a proactive style in healthcare today.

Program Content

Cultivate a proactive style

Proactive leadership: an acquired skill • Becoming a proactive leader • Developing proactive employees

Build a solid team

What it really means to be a participative manager • Coaching and supporting your team

Activate experience

Organizational, departmental, and individual goals • Problem solving • Priority setting

Focus on the important

Identifying and planning for key results

Be positive and be terrific

Winning attitudes • Cooperation • Believing in staff

Be creative; do it differently

Being unconventional • Brainstorming

Master communication skills

Two-way communication • Preparing and planning for effective communication • Skill building

Manage and enable change

Plan for change • Managing conflicts • Plan for implementation (contingency planning)

Take calculated risks

Taking charge of minimizing risk