



## Adapting Your Style

### **Course objectives**

Successful completion of this course will increase your knowledge and ability to:

- ✓ Identify the qualities of an effective leader
- ✓ Make the mental shift from individual productivity to influencing others
- ✓ Recognize style differences in others and cater to their preferences
- ✓ Build rapport using verbal and nonverbal messages
- ✓ Conduct constructive one-on-ones
- ✓ Give positive and negative feedback to different styles
- ✓ Develop individual motivation approaches for employees
- ✓ Facilitate a meeting effectively