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| ABOUTSTEVE LEMMEXSteve has over 30 years of experience in training and consulting, and currently develops and instructs Project Management and Management Skills programs throughout the United States and Canada, as well as in Europe and Asia. He has worked in two North American-wide training organizations, and on contract for several large US-based training companies. He is a certified Myers Briggs Facilitator and a Project Management Professional (PMP).Steve’s clients have included Fortune 500 companies (IBM, Verizon, Sprint, Symantec, Wells Fargo) as well as large organizations such as Atomic Energy of Canada, the National Research Council, the US Federal Reserve Bank, US Justice Department, Chicago Stock Exchange, and America’s Armed Forces. Steve holds a Bachelor’s degree and a Master’s in Business Administration. |





LEADERCAMP

ACTIVE LEADERSHIP SERIES ON DELEGATION, SETTING PRIORITIES, AND TIME MANAGEMENT

WITH

STEVE LEMMEX

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Leadership is a very broad topic, so how do you know how to be the most effective leader? There are several key areas that great leaders focus on to ensure they communicate the vision, motivate and manage their people, and get the job done right.

This leadercamp focuses on three related topics. First, we’ll talk about an effective method of delegating tasks that takes into account the ability of the delegatee and their motivation level. Second, we’ll explore how to analyze your tasks and set priorities. Of course things are always changing, so we’ll talk about how do you deal with shifting priorities. Lastly, we’ll explore time management tricks and tips to help you manage your time and reduce your stress level.

In this fourth Leadercamp of a five-part series on Active Leadership, PMP and Managing Partner at Lemmex Williams Training, Steve Lemmex will touch on the highlights of being a great leader.

PARTICIPANTS WILL

* Learn an effective model to delegate complex projects and assignments
* Analyze their tasks and set priorities
* Develop time management strategies

PREPARING FOR
THE LEADERCAMP

The Leadercamp Guide can be used as a tool for facilitators and participants to get the most out of a Leadercamp experience. It includes an overview of what will be covered in the Leadercamp, information about the presenter, and suggestions for different ways you and your team can learn together or individually. Each guide concludes with application and reflection prompts to apply what you've learned.

## About This Guide

This guide will help you prepare for and facilitate the program ***ACTIVE LEADERSHIP SERIES ON DELEGATION, SETTING PRIORITIES, AND TIME MANAGEMENT***. The purpose of this guide is to help you generate a dialogue among participants and apply key concepts from the presentation to your own learning objectives. The guide can be leveraged effectively for both large and small groups.

## The Audience

This program is for executives, managers, supervisors, and line staff. Ideally, the materials should be presented in a group setting, where the responses of others can be discussed and shared.

## Watch As a Team

Prior to the Leadercamp, Zoom links are set up in Percipio. To host the Leadercamp for your team with Zoom, clink on the Zoom link for the Leadercamp so that it's ready to start on your screen. Then start a Zoom meeting, share your screen, and when you get asked what you want to share, choose the browser window with the Leadercamp ready to play. Select **Share** and enjoy! Be sure to contribute to the discussion in the chat feature.

## For Individual Viewers

Watching alone this time? No problem. Click on the Zoom link in Percipio for the Leadercamp and begin watching. Get the most out of the event by participating in the conversation via the chat feature and by taking notes. And don’t forget to ask any questions you may have during the Q&A session.

APPLY WHAT
YOU’VE LEARNED

Answer these questions to reflect on the Leadercamp and reinforce the ideas, practices, and strategies you’ve learned.

1. What are some challenges you’re currently facing as a new or developing leader?
2. How does what you learned relate to what you already knew?
3. What are 3 key takeaways from today’s Leadercamp?
4. Who could you ‘tell’ or share this with? Who would care and/or benefit the most?
5. After attending today’s Leadercamp, what are some ways you can improve your effectiveness as a leader?
6. What’s one thing the Leadercamp inspired you to do differently moving forward?