**T & S Management Services, LLC**

***We Are A Training Solutions Company***

**Leadership & Management Skills** - how to recruit, train better, reduce turn-over, and motivate employees.

* **Managing People**
	+ Stepping up to the challenge
	+ Your role as a leader
	+ Learn to delegate.
	+ Utilize team members abilities.
	+ Be present / set examples.
	+ Crisis Management﻿
* **Managing Your Time**
	+ Know how you use time.
	+ Prioritize
	+ Do it on time (Don’t procrastinate)
	+ Delegate effectively
	+ Anticipate and plan.
	+ Maintain follow-up files﻿.
* **Productivity and Turnover**
	+ Hiring right
	+ Recruiting
	+ Training / Checklists
	+ Policy And Procedures
	+ Coaching and mentoring
	+ What employees want
		- From their jobs
		- From their managers
	+ Stay connected.
		- Communications
	+ Recognition and Compensation
		- Incentives﻿
* **Effective Promotions﻿**
	+ Exercise: Promotion Profitability﻿
	+ Suggestive Selling﻿
	+ Setting Goals﻿
	+ Promotion Examples﻿
		- Customer Appreciation﻿
	+ Measuring the Effectiveness of a Promotion

**All attendees will be provided a variety of forms (Word & Excel) for use in their business.**