

STATE OF MISSOURI  
**Center** FOR  
**MANAGEMENT** AND  
 Professional Development

CONFERENCE ON

# Leadership & Innovation

May 11, 2011

Our conference will be full of real life examples, practical methods and techniques that you can put to work immediately to enhance your team and your leadership skills. Whether you're an experienced leader looking for new ways to make innovation happen—or a new or aspiring manager who wants to build your leadership role, this conference is for you.  
 And it's all for only \$99.00

## You Decide

Two distinct TRACKS will allow you to design the conference you need. Move In and out of either track to get the program that's right for you. It's your conference. It's your day!

REGISTRATION: 7:30 AM – 8:30 AM

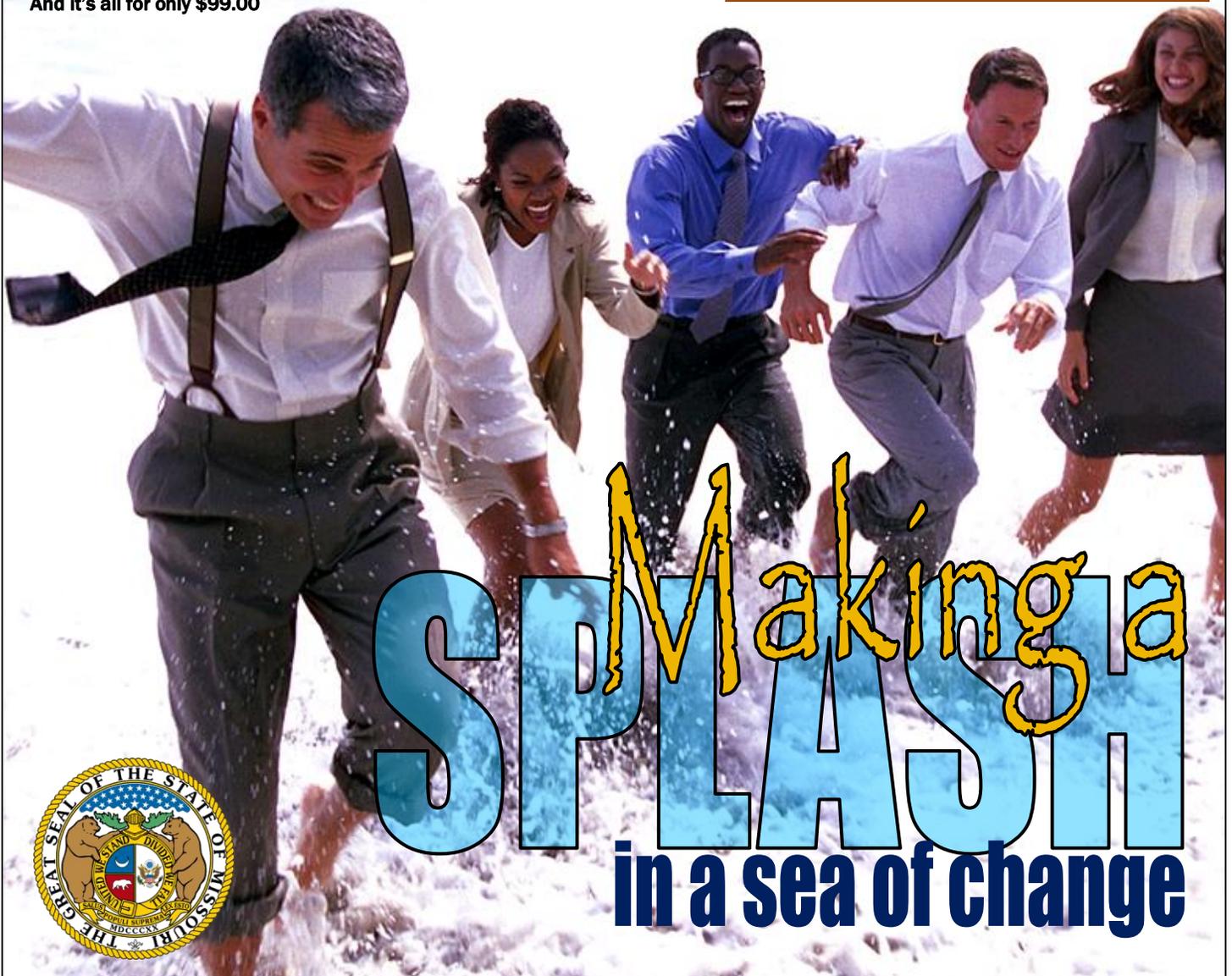
OPENING SESSION: 8:30 AM – 9:00 AM

Get Ready, Get Set. GO!

TRACK 1 Building Your Leadership Skills	TRACK 2 Championing Change and Innovation
<b>Speak So Others Can Follow</b> 9:15AM – 10:30AM	<b>Look Ahead with Confidence</b> 9:15AM – 10:30AM
<b>Build a Foundation of Trust</b> 10:40 AM – Noon	<b>Spark Creativity</b> 10:40 AM – Noon
<b>Define the Job to be Done</b> 1:00PM – 2:20 PM	<b>Value the Contribution of Each Team Member</b> 1:00PM – 2:20 PM
<b>Lead Situationally</b> 2:30PM – 3:50 PM	<b>Plan the Work and Work the Plan</b> 2:30PM – 3:50 PM

CLOSING SESSION: 4:00 PM – 4:30 PM

**Clear the Path to Performance and Innovation:  
What Teams Need from Their Leaders**



**SMaking a  
SPLASH**  
 in a sea of change



# The Center for Management and Professional Development Conference on Leadership & Innovation

REGISTRATION: 7:30 AM – 8:30 AM

OPENING SESSION: 8:30 AM – 9:05 AM  
**Get Ready, Get Set. GO!**

The motivating opening session will help prepare you for all that's to follow. From there, design your day to meet your learning needs. Move in and out of Track 1 and Track 2 to attend the session that's right for you.

BREAK: 9:05 AM – 9:15 AM

## TRACK 1 Building Your Leadership Skills

**Session 1: Speak So Others Can Follow**  
9:15AM – 10:30AM

Great organizations are created by great leaders—leaders who can unleash the highest and best contributions of their teams toward their agency's highest priorities. This session will explore three critical roles each leader must perform to help their team become a high-performing work team and examine how the leader can use each role to ensure each team member achieves their highest potential.

## TRACK 2 Championing Change and Innovation

**Session 1: Look Ahead with Confidence**  
9:15AM – 10:30AM

Many of today's thought leaders believe that innovation is fast emerging as an organization's first priority. And while it's understood that the ideas and strategies organizations seek are fueled by the individuals and work teams inside the organization, it's important to remember that the actual face of innovation is often found in the cubical next door—or by looking in the mirror. This session will explore the innovative personas that comprise today's workforce and the strategies and tools that can be used to improve innovative thinking.

BREAK: 10:30 AM – 10:40 AM

**Session 2: Build A Foundation of Trust**  
10:40 AM – Noon

When you have the responsibility of leading a team, it is important for you to trust your team members. And it's also important for your team members to trust you. Mutual trust is a shared belief that you can depend on each other to achieve a common purpose. This session will increase your awareness of common "trust traps" and provide strategies to help you create an environment in which people take risks, identify and solve problems, and work together.

**Session 2: Spark Creativity**  
10:40 AM – Noon

One of your most difficult roles as a leader probably isn't on your job description...it's that of problem solver and change agent. As you develop as a leader, you will likely encounter many opportunities to prove yourself in this high stakes area. This session will introduce ways to help you sort through the complexities of problems and develop creative solutions that you and your team can use to move beyond business as usual thinking into "business as necessary" thinking.

CATERED LUNCH: NOON – 1:00 PM

Lunch for each participant will be provided and included in the registration fee.

**Session 3: Define the Job to be Done**  
1:00PM – 2:20 PM

In one economic earthquake after another, it's hard to keep your footing. Extraordinary leaders know that game-changing opportunities often emerge unexpectedly. So they seize them when they appear—not only because they are prepared for such moments but also because they can develop a game plan that each team member can follow. This session will provide you with the tools you need to clearly define your team's purpose and the job to be done—and just as importantly, how to get everyone else on board with you.

**Session 3: Value the Unique Contribution of Each Team Member**  
1:00PM – 2:20 PM

Good team work is about relationships. It's about each team member understanding their role and contribution to the group and feeling valued for the part they play in helping the team to succeed. This session will explore today's diverse multi-generational workforce and examine the importance of using the unique abilities and perspectives of each team member to analyze problems from different angles, change perspective to expand beyond the normal thinking channels; and to value "wild ideas" as a first step toward innovation.

BREAK: 2:20 PM – 2:30 PM

**Session 4: Lead Situationally**  
2:30PM – 3:50 PM

Now that you're leading a team, you need to manage groups—and draw upon a variety of leadership styles to get the most mileage out of everyone. Great leaders do it every day! In this engaging session you will learn what often happens when leaders rely on only one way of managing their team, what leadership style you're most comfortable with, and how to adjust your style to meet the changing needs of each team member.

**Session 4: Plan the Work and Work the Plan**  
2:30PM – 3:50 PM

Once you have your new innovative idea all locked up, how will your team implement it—and be accountable to the expectations you've placed on them? This session will focus on the manager's role in ensuring the effectiveness of their team and the organization's product. You will learn how to help team members view accountability as an ongoing process; and discover how a simple-to-use approach to accountability can help them achieve the personal and professional effectiveness they need. You'll also leave with tools to make sure every task has a clearly defined owner so your team's innovation and hard work doesn't get derailed.

BREAK: 3:50 PM – 4:00 PM

CLOSING SESSION: 4:00 PM – 4:30 PM

**Clear the Path to Performance and Innovation: What Teams Need from Their Leaders**

As your team moves through the stages of development to maturity, your responsibilities as a team leader will naturally change. Depending on the circumstance, your team may need you to provide guidance, run interference, or need some gentle prodding to keep their momentum going. This closing session will wrap-up many of the lessons learned throughout the day and prepare you to fulfill your team's ongoing need for direction and vision.

Don't miss your chance to attend a full day of high energy learning that will provide managers, supervisors and team leaders with real world ideas and techniques to **Motivate...Inspire...Lead...and Succeed.**

**Conference on Leadership and Innovation**  
**May 11, 2011**  
**Truman Office Building**  
**Room 490-492**  
**Jefferson City**

**Investment: \$99.00**

Price Includes:

- All participant materials
- Catered lunch and snacks
- 15% discount voucher for a future Center program
- Access to a great day of learning!

### Registration Information

Enroll online at:

[www.training.oa.mo.gov](http://www.training.oa.mo.gov)

Look for the Online Enrollment link under TRAINING

If you have questions about the conference, or need enrollment assistance, please call us at (573) 751-4514

