

July 3, 2008



Managers and Department Heads:

The attached flyer is to announce two exciting upcoming seminars – ***Leadership Essentials*** and ***Leadership and Emotional Intelligence*** (an on-line assessment is required prior to attendance) seminars to be offered through the Los Angeles Federal Executive Board on September 16 and 17, 2008. Through the Federal Executive Board, the seminars are being offered at only \$129.00 and \$149.00 per person. Each seminar comes with a Participant Resource Guide and a Certificate of Attendance – perfect for framing or including in ones personnel file. The seminars are open to all federal, state and municipal employees.

Give your staff the skills, knowledge, and confidence they need to meet today's tough challenges head-on, realize their full potential, and perform at their peak. Bring our powerful, high impact training programs to your organization. It's an excellent way to show your employees that you're serious about their professional growth and development. Enroll them in the attached seminar or bring us onsite. For on-site seminars, contact us today at 1(813)920-9806 or via email at: hlcgroupinc@aol.com

Sincerely,

Hank Clemons – President
The HLC Group, Inc.

Each participant of the Leadership and Emotional Intelligence seminar will receive a free copy of the just released book: "Applying Emotional Intelligence?"

A GSA Approved Vendor
GS-02F-0088R

"Developing tomorrow's leaders today"



Fall 2008 Seminars

Leadership Essentials

September 16, 2008 9:00 – 4:00 \$129.00

Overview: Whatever sector you work in, leader's today face tough new challenges posed by changing global and domestic environments using diverse workforces. They have to practice different styles appropriate to more complex and dynamic situations than ever before. They have to inspire trust, gain credibility, and implement innovations through others while remaining flexible and adaptable. To succeed in your expanding role, you've got to get in tune with the times ... and keep one step ahead of the changes. That means continually updating your skills and seeking out new ideas, strategies and cutting-edge techniques. This seminar address several key skills that will keep you in step with today's emerging workforce.

Objectives:

- Identify and discuss the key qualities of a leader.
- Strengthen communications skills to enhance leadership effectiveness.
- Recognize how a leader's expectations can influence employee performance.
- Effectively use the Self Fulfilling Prophecy to improve employee performance.
- Identify and discuss your preferred leadership style using the Situational Leadership Model.
- Learn how to create a work environment that fosters cooperation and mutual support

Register Today, Space is limited to 20 participants.

Leadership and Emotional Intelligence

September 17, 2007 9:00 – 4:00 \$149.00 ea

Overview: Leaders now need to manage and lead an "empowered" workforce and go beyond the consultative, co-operative and democratic styles of today. One of the keys to becoming a true leader is emotional intelligence. Emotional Intelligence Quotient (or EQ) encompasses qualities that go beyond general intellectual intelligence and technical competency. EQ includes self-awareness, self-control, self-confidence, motivation, empathy, and competencies in the social environment. These hallmarks of a true leader can be acquired and when they are, they can significantly impact employee performance.

Objectives:

- Gain an honest and accurate awareness of themselves
- How to monitor and manage their own emotions and behaviors for their own benefit and that of their team and department
- Have a positive influence on the emotions and motivation of others
- Receive a 23 page report from an online assessment that highlights strengths and development areas.
- How to develop cohesive, emotionally intelligent teams that produce breakthrough results
- How to create an atmosphere that fosters emotional intelligence, respect, collaboration, and creativity.

Register Today, Space is limited to 20 participants.

Who Should Attend:

Government administrators, directors, and managers, and program managers, Human Resources and Training directors and staff, and anyone who is interested in better managing their own emotions at work.

Seminar Leader: Hank Clemons, PhD—The HLC Group, Tampa, FL. Hank works with Fortune 500 companies, federal agencies and public institutions. He is a lecturer at the University of South Florida, public speaker and is the author of three books on leadership and diversity.

Location: Long Beach Federal Building
501 W. Ocean Blvd. – Room 3400
Long Beach, CA 90802

GSA Contract # GS-02F-0088R

- Register Today -

Fax or Email registrations to: (813) 920-0852

Leadership Essentials

Sept 16, 2007

9:00 – 4:00

\$129.00 per/person (\$109.00 for 3 or more from same agency)

Number registered []	Amount payable: \$ _____
Name: _____	email: _____
Name: _____	email: _____
Name: _____	email: _____

Leadership and Emotional Intelligence

September 17, 2007

9:00 – 4:00

\$149.00 per/person (\$139.00 for 3 or more from same agency)

Number registered []	Amount payable: \$ _____
Name: _____	email: _____
Name: _____	email: _____
Name: _____	email: _____

**-----
Payment required prior to attending seminar**

Agency: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____

Method of Payment: MasterCard: [] Visa: []

Credit Card # _____ Exp. Date _____

Signature: _____

Cancellations must be received 10 days before seminar for refund. Substitutions may be made up until class starts.

Fax or call registrations: Fax: (813) 920-0852 Call: (813) 920-9806

The HLC Group, Inc. PO Box 341738, Tampa, FL 33694 email: hlcgroupinc@aol.com
Tax ID# 95-4823724

Visit our web site for other on-site offerings: www.hlcgroupinc.com

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