

**Be Yourself.
Only Smarter.**

SMART Leadership SOLUTIONS

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*Simple.
Effective.
Practical.*

Solution One: Negotiating Intelligence

We all negotiate something every day. Negotiations are challenging, complicated, stimulating and require a blend of skills to be successful. Negotiating is a skill that can be learned and sharpened through practice. This chapter provides **10 practical tips** to strengthen your negotiation skills to become a successful in any situation.

Negotiating to Win-Win



Solution Two: Presentation Intelligence

Wouldn't it be wonderful to have the skills to get up and deliver a dynamite presentation anytime, anywhere and to anybody? Making presentations is not easy for most people. This chapter is divided into **5 Principles** to help you build confidence, design and deliver a great PowerPoint presentation that attracts attention aligned with what stimulates the 'brain'.

Presentations with Impact



Solution Three: Delegation Intelligence

Do you feel overwhelmed, overloaded and incapable of achieving your objectives? Are you trying to do everything yourself? One of the secrets to leadership success is not always what 'you' can do, but identifying and entrusting the right individual(s) to do it. This chapter clarifies the benefits of delegating then offers **9 proven delegation tips** to build relationships, share knowledge and learning to help you achieve even higher results.



Solution Four: Meeting Intelligence

Think about the worst meetings you have attended. What turned you off? What turned you on? There are two types of meetings, those that just can't end soon enough and those where people feel engaged, energized and leave with a sense of accomplishment. *Successful meetings are designed to bring the right people together for a common purpose. Learn techniques to organize, plan, invite right participants, facilitate, handle diverse personalities, disagreements and reach consensus.*



Solution Five: Time Intelligence

Are you working long hours and still not achieving your goals? At the end of the day do you ask yourself, where did the time go? This chapter covers **15 practical tips** to improve productivity, satisfaction, sense of accomplishment and overall happiness at the end of the day.



Solution Six: Cultural Intelligence

Why are some leaders highly effective working with other cultures? They have refined their 'Cultural Intelligence' or their capability to respect, appreciate, acknowledge and empathetically understand the thinking of people who are culturally different. This chapter provides the cultural basics, then offers tips to help you develop new thinking to increase and strengthen your ability to effectively interact and lead through different cultural experiences.



Solution Seven: Generational Intelligence

What generation are you? Today, the workplace is not only multi-cultural, but multi-generational. This chapter touches on 'Boomers', but mainly explores the next generation of leaders --- Generation 'X' and 'Y'. It highlights their differences, characteristics and experiences. It helps leaders better understand who they are, their perspectives and differences to uncover their greatness and coach them to greatness.



Solution Eight: E-telligence

How many emails do you send and receive every day? How many would you consider professional? Email has become the primary method of business communications. It requires the same level of professionalism as other forms of communication. This chapter is a **how-to manual to write professional emails** to avoid mistakes you will never, ever make (again, that is!).

