



LEADERSHIP FOR FACILITIES & MAINTENANCE

OPERATIONAL

EXCELLENCE

Eruditio®'s approach to learning path design follows three repeatable steps in order to deliver consistent knowledge transfer and skill development:

Understanding, Demonstration, and Application

SYLLABUS BRIEF

Project Management

- Differences between the charter and A3
- Criteria for finding the right Project Sponsor
- Go/no-go criteria for a new Project or Initiative

Leadership

- Leadership toolbox for team empowerment
- Leader/Mentor and protégé relationships and methods for protégé development
- Relationship between leadership and business processes

Meeting Development & Management

- Elements of an effective meeting and how to build them
- Criteria for finding an appropriate and effective meeting frequency

Continuous Learning

- Methods of continuous learning
- Establishing the connection between continuous learning and a more agile
- Professional outcome
- When and how to apply active and passive learning
- Strategies for reducing distractions in the office

Personal Productivity:

- Getting things done methodologies for personal productivity
- Task delegation methods and criteria
- Workflow for turning ideas into actions, projects, calendar events, and references



COURSE OVERVIEW

This course will provide the tools and key concepts necessary to maximize individual leadership while helping develop stronger, more effective teams. An Eruditio subject matter expert will travel to your facility and administer this training to a group or we also offer a public course option.

This comprehensive training program will empower your team to excel in personal productivity, continuous learning, leadership, effective meeting management, and project management. By mastering these skills, participants will be able to enhance their workflow, stay agile through ongoing learning, lead and mentor others effectively, conduct productive meetings, and manage projects with confidence. These capabilities are essential for driving your team's performance and achieving your organization's strategic goals.

WHAT MAKES US DIFFERENT?

APPROACH

Our educational approach combines tailored subject matter, in-person training, interactive exercises, and engaging discussions ensuring high knowledge transfer and skills development.

EXPERIENCE

Our experienced team excels not only in asset management, maintenance, & reliability, but has extensive experience and success with leading complex organizations, organizational change leadership, project management, professional development and adult learning. Our commitment to your development makes us the preferred choice for both Fortune 500 companies and large corporations.

TOOLS

Attendees will leave with the tools needed to increase personal productivity, lead teams, successfully mentor others, and with the organizational leadership skills needed to communicate visions and identify needs.

RESULTS

By mastering the skills taught in this course, participants will be able to enhance their workflow, stay agile through ongoing learning, lead and mentor other effectively, conduct productive meetings, and manage project with confidence.

***DON'T TAKE
OUR WORD
FOR IT!***

"I've been using these tools for over a year, it has improved my productivity level and ability to deal with the chaos at work!"

—
Team Lead

"I wish it would've started at the beginning of my career, not several years into it."

—
Manager

"Was really key to the success that I had."

—
Team Lead



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