University at Buffalo
Center for Entrepreneurial Leadership
School of Management

Fall 2020

Key Persons Leadership Development

Every other Tuesday
Oct 6 - Dec 29
8:30 - 11:30 a.m.

In order to maintain a competitive edge

in today's complicated business environment, small businesses need key persons who can think critically, motivate teams, and implement action plans to reach strategic initiatives.

The Center for Entrepreneurial Leadership now offers **Key Persons Leadership Development**. This powerful forum provides participants with crucial tools for a great employee to become a confident leader. The forum also provides participants a confidential setting and method to problem solve business challenges with other emerging leaders.

The **Key Persons Leadership Connections** leverages powerful principles of adult learning, instilling course content through discussion forums, group exercises, and action plans with weekly accountability checks.

Participants in this interactive course & forum will learn:

- A method to identify and understand leadership styles in themselves and in others
- Communication strategies for active listening, coaching, delegating and mastering difficult conversations
- A basic understanding of financial statements to build a higher level of awareness related to the organization's bottom-line performance
- The importance of having standard operating procedures to efficiently deliver a consistently high quality product or service
- An understanding of the interaction between the marketing and sales process, and an awareness of how each person in the business is critical for sales
- Time management strategies to work on the "right" things; a simple method to understand the difference between urgent and important.

Location:

UB Downtown Gateway Bldg., Conference Room 208
77 Goodell St., Buffalo

Cost:

$1,995 per participant
($1,500 each additional participant from same company)

Call 716.885.5715 to register or email: mgt-cel@buffalo.edu

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Registration Form
Fall 2020 Key Persons Leadership Development Program

Note: If you are using an assistive device and need assistance completing a registration form, please contact the Center for Entrepreneurial Leadership at 716-885-5715 or mgt-cel@buffalo.edu

Personal Information (Participant #1)

First Name		Last Name	
Company		Title	
Mailing Address		City	
State		Zip	
Email		Phone	

Personal Information (Participant #2)

First Name		Last Name	
Company		Title	
Mailing Address		City	
State		Zip	
Email		Phone	

Course Registration

Course Title	Fee	# of participants	Cost
Key Persons Leadership Development Program – 1st Participant	$1,995		
Key Persons Leadership Development Program - Additional attendees from same company Reduced Price (1st person pays full price; additional people pay discounted price)	$1,500		
TOTAL			

Signature and Submit Form

I authorize the University at Buffalo to process my registration for course listed on this registration form.
I understand that once a course is accessed either by attendance or lessons on-line, there are no refunds.

Signature		Date	

Submit Form to: UB Center for Entrepreneurial Leadership
77 Goodell St., Ste. 201
Buffalo, NY 14203

Fax: 716-845-6999
Email: mgt-cel@buffalo.edu

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Key Persons Leadership Development Program Payment/Invoice

Option 1 ___ $1,995 – First attendee
Due by September 15, 2020

Option 2 ___ $1,500 – Additional attendees from same company (1st person pays full price; each additional attendee pays discounted price) Due by September 15, 2020

Please make your check payable to CEL and return to:

Center for Entrepreneurial Leadership
77 Goodell St., Suite 201
Buffalo, NY 14203

Method of Payment (select one of the following)

	Check Enclosed (payable to CEL)
	Credit Card Payment

**Please note: CEL is unable to process credit card information obtained via e-mail, mail, or fax. If you select to pay by credit card, please provide a phone number below for us to call and obtain your credit card information on the day it will be processed.

I hereby authorize CEL to charge to my account payments for the Key Persons Leadership Development Program as outlined above.

By: _____ _____

Key Persons Candidate Date CEL Executive Director Date

***To ensure your credit card security, please do not send credit card information via e-mail. Any credit card information sent via e-mail will not be processed.**