

## An Ideal Method for Managers to Improve Their Leadership and Management Skills

The CheckPoint SkillBuilder Series™ consists of eighteen self-paced, self-improvement programs designed to help managers improve their performance. The SkillBuilder Series™ is a companion to the CheckPoint 360° Feedback System™, offering managers the opportunity to develop the competencies that are most important to their professional growth and success.

Managers participating in the CheckPoint SkillBuilder Series™ find it easy and convenient. Located on the Internet, it is easy to implement and execute. After responding to questions and doing online exercises, participants click a button on the screen to print a customized Self-Improvement Report outlining a plan of action for professional development.

The CheckPoint SkillBuilder Series™ encourages managers to perform their jobs better. It emphasizes the importance of managers in the organization and pays big dividends in the form of improved productivity, fewer “people problems,” increased employee retention and greater profits.

The CheckPoint SkillBuilder Series™ is an organized, self-paced, self-study professional development system that requires minimal HR effort. It contains thoroughly researched material that helps managers improve performance in all of the following competencies:

- Listening to others
- Processing information
- Communicating effectively
- Instilling trust
- Building personal relationships
- Delegating responsibility
- Adjusting to circumstances
- Thinking creatively
- Providing direction
- Facilitating team success
- Working efficiently
- Working competently
- Taking action
- Achieving results
- Cultivating individual talents
- Motivating successfully
- Displaying commitment
- Seeking improvement