

ASSOCIATED INDUSTRIES

S H E L B Y C O U N T Y

Course: Leadership / Supervisory Training

Time: 8:30 a.m.– 12:30 p.m. Fridays, August 1, 8 and 15

Location: Shelby County JCTC Campus (1361 Frankfort Rd, Shelbyville, KY 40065)

This course is ideal for internal candidates you have identified for future leadership positions, or those new to their leadership roles. To register, contact charlie@scidf.com.

Outline:

1. **Communication in the Workplace**

The purpose of this session is to define communication, how we communicate verbally and nonverbally, ways people express themselves, how to really listen and what some of the challenges of communication in the workplace are and how to overcome them.

2. **Leadership Styles**

This session will focus on the different leadership styles: examine how they affect them as leaders of teams and how the styles working different situations. A discussion of Situational Leadership will be included in this session.

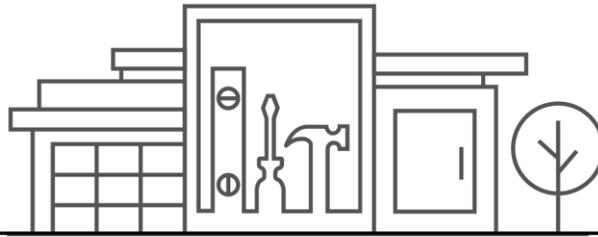
3. **Motivating Employees**

Teaches supervisors and team leaders how they can help their employees discover and learn their roles within the organization. This program includes guidelines for helping employees align their goals with those of the organization, for evaluating employees' performance, and for motivating employees. In addition, this program covers some of the pitfalls of poor leadership and common sources of employees' lack of interest and responsiveness. This session will also include "rewards and recognition" as a form of keeping individuals motivated and team working well together.

4. **Delegating**

This course provides an overview of delegating for performance and is intended for managers, supervisors and team leaders. Participants will discover how delegating tasks can enhance and emphasize their management skills. Participants will discover what delegating is all about, how to prepare for an implement this process,

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and how to ensure the leaders and their employees will effectively complete those delegated tasks.

5. Coaching for Success

This course provides managers, supervisors and team leaders the tools on how to build healthy, professional relationships that are powerful and energizing to both you and the employees who are your direct reports. You will be given insights that will enable you to cultivate buy in to the relationship and provide proven strategies to develop a proactive reward system that encourages people to give their best.

6. Decision Making/Problem Solving

This course is designed for managers, supervisors and team leaders to develop the skills that are necessary to make important decisions with various people and ensure the results of your decisions. Strategies include decision objectives; establishing and comparing options in a variety of situations; facilitating employee group think and achieving group consensus about important decisions and strategies to identify the best choice from various options.

7. Managing Conflict

Conflict is inevitable – how to deal with it is a choice. This hands-on, interactive workshop will discuss what signals may indicate potential conflict, how to de-escalate a conflict, and identify how and other deal with conflict. The workshop will also include a brief discussion of effective mediation techniques.

8. Time Management

This session will discuss ways to better manage time, through organization, S.M.A.R.T. goal setting and prioritizing. This will also include a discussion of how time management will help reduce work place stress.

*** The book, “The Power of The High Five Team” will be used throughout the training to further demonstrate main points.