

Leadership and Productivity Enhancement

Leadership Skills for New and Emerging Leaders

- Peer Yesterday... Leader Today
- Leadership Overview
- The Motivated Workplace
- Communication Skills for Leaders
- Coaching in Action
- Conflict Resolution for Leaders



Train the Trainer

- Assessing Training Needs
- Coaching and Questioning
- Writing Learning Objectives
- Using Job Aids and Performance Checklists
- Dividing a Job into Tasks
- Assessment of Performance



Productivity Enhancement

- Introduction to Lean Manufacturing
- 5S
- Statistical Process Control (SPC)
- Problem Solving



Basic Computer Skills

MS Word, Excel, PowerPoint, and Access



Additional Courses Available Through

[Continuing Education Department](#)

For customized training contact:

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OR

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