

Leadership Skills Training

Leadership Skills Series for New and Emerging Leaders

Peer Yesterday...Leader Today

February 9

8am - Noon

Transitioning from a peer to a leader can be a challenge! New leaders are often introduced to *gray areas*, and they need to *build confidence* and apply strategies to *successfully* negotiate challenging situations. This course enables newly promoted leaders to successfully make the transition from co-worker to leader.



Leadership Overview

February 23

8am - Noon

The role of leadership has evolved over the past few decades. Participants will learn about Situational Leadership and apply the model to different situations, determining the *most effective approach* to take based on numerous factors such as employee willingness, ability, time on the job, and experience. Participants will also develop a measurable goal for self-development.

Employee Engagement

March 9

8am - Noon

This course will define what employee engagement is, how to identify employee's personal level of engagement, and how employee engagement affects a company's bottom line. You will also learn how to create an Action Plan to strengthen employee engagement.



Communication Skills for Leaders

March 23

8am - Noon

Leaders must be able to communicate with every level of the organization. Participants will engage in activities that focus on strategies for effective *filter-free* speaking, active *barrier-free* listening, and tailoring messages to fit one's audience.

Coaching in Action

April 20

8am - Noon

The course examines the impact and effectiveness of coaching others for success. Participants will focus on developing and assessing performance and utilizing *feedback* and *rewards*. Understanding how to apply these coaching skills will empower leaders with the ability to positively lead employee performance every day. Prerequisite: Communication Skills for Leaders.



Conflict Resolution for Leaders

May 4

8am - Noon

Understanding the sources of conflict, identifying conflict or potential conflict situations, and recognizing typical behaviors in conflict situations is *vital* to good leadership. Leaders will be provided with skills to *resolve and reduce conflict* and create a positive team environment.

COST: Open Enrollment is \$375 per person for entire series or \$75 per module.

Closed Enrollment is \$575 per training module for a group of up to 8 employees from the same company.

To register please contact (registration deadline is one week prior to date of training):

Laura Giddings | Workforce Training | 706-771-5705 | lgiddings@augustatech.edu