

DEVELOP YOUR EMPLOYEES
WITH THE
**LEADERSHIP
SERIES**
OFFERED BY THE CENTER
FOR BUSINESS & INDUSTRY



LEADERSHIP TRAINING

Excellent employees are an asset you want to nurture. Current leaders can enhance skill sets while new and emerging leaders can create a solid foundation upon which to build. All participants will develop individualized and practical skills to take their leadership skills to the next level and transform them into extraordinary leaders.

FORMAT

In this series, participants attend one, half-day course per month. The schedule allows participants to practice what they learn while

continuing day-to-day job responsibilities. Series topics include communication, managing performance with DiSC personality profiles, providing constructive feedback, coaching, leading change, resolving conflict and time management.

LOCATION

This series is offered throughout the year at the Workforce Development Center in Mattoon, Ill. or can be delivered on location at your business or in your community. This series is also available on-site. Pricing is available on an individual or group basis.

FOR MORE INFORMATION CONTACT:

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LAKE LAND
COLLEGE

CENTER FOR BUSINESS & INDUSTRY LEADERSHIP SERIES COURSES

COMMUNICATING FOR SUPERIOR TEAMWORK

- ◆ Based on the principle that each individual has a dominant personality style and communication must be consistent with individual preferences
- ◆ Individually customized 23-page DiSC profile provides participants with a better understanding of communication styles and offers expanded opportunities for team building

PRINCIPLES & QUALITIES OF GENUINE LEADERSHIP

- ◆ Outlines universal leadership qualities and principles that assist individuals in becoming genuine leaders who can translate intentions into reality

COMMUNICATION EXCELLENCE: MANAGING PERFORMANCE WITH DiSC

- ◆ Provides actionable insights into conflict resolution, team building, leadership and coaching
- ◆ Individually customized 26-page DiSC management profile provides participants the opportunity to explore the difference between their primary communication style and their leadership style

PROVIDING CONSTRUCTIVE FEEDBACK

- ◆ Provides participants with the tools to provide customized feedback in a way that builds openness, mutual respect, and promotes problem solving and learning

COACHING – DEVELOPING OTHERS

- ◆ Focus on helping participants develop others to expand capabilities, work independently and tackle new challenges

LEADING CHANGE AT EVERY LEVEL

- ◆ Identifies five dimensions of change leadership that will help garner support for any change effort
- ◆ Participants will be able to understand change behaviors, develop change leadership skills and behaviors, generate support for change efforts and improve their ability to lead change

RESOLVING CONFLICT WITHIN YOUR TEAM

- ◆ Focuses on handling situations that often develop among and between team members and provides the skills and tools for team leaders to intervene directly or to support team members in addressing these situations on their own

DELEGATING FOR SHARED SUCCESS

- ◆ Assists participants in developing the planning, interpersonal, and follow-up skills critical for successful delegation

TIME MASTERY

- ◆ Helps individuals and teams develop customized strategies for improving productivity and increasing efficiency
- ◆ Includes an individual Time Mastery Profile™ and Skills Gap Analysis that helps individuals focus their time management efforts for greater professional success

GIVING RECOGNITION

- ◆ Assists participants with recognizing and reinforcing behaviors that lead to desired results