



- Best Practice Workshop -

# The Highly Productive Leader

*Designed for Supervisors / Team Leads*

3 Skill Building Workshops with Clear, Relatable Implementation Tools

➤ **Effective Communication**

➤ **Team Building**

- Defining a good leader
- Your role in the workplace
- How do I rate now?, How do I improve?
- The #1 skill needed to succeed.

- Time management and goal setting
- Leading as a coach

## Confidence

- Communicating with difficult people
- Handling stress in the workplace
- Managing conflict
- Authentic Leadership - remaining true to yourself in difficult situations
- Documentation Best Practices

## Empowerment

- The 5 languages of motivation
- Positive Reinforcement and Performance Management

## Awareness

### 3 Skill Building Workshops!

Take one as a refresher, take all three for a solid foundation in Leadership Development.

*Classes held from 5 pm to 8 pm to accommodate local, rotating shift operations!*

#### Skill Building Tools

Assessment Tools | Goal Setting Worksheets | Ideal Leader Matrix | Performance Management | Skill Review Checklist

- includes Course Materials, Worksheets, Refreshments

#### Workshop Schedule and [Registration Link](#)

- Wednesday, October 2 - **Awareness** | 5pm – 8 pm | \$245
- Wednesday, October 9 - **Empowerment** | 5pm – 8 pm | \$245
- Wednesday, October 16 - **Confidence** | 5pm – 8 pm | \$245