

SKILL DEVELOPMENT FOR YOUR ORGANIZATION

SPRING 2021

SKILL DEVELOPMENT

Supervisor Leadership Fast Track Series

This three-part series is designed for new supervisors or line leaders with one year or less in their role. From learning how to supervise former peers to building stronger communication and conflict resolution skills, this series will help your supervisors develop their leadership skills.

Materials included. **Attend the series for \$375/person OR attend the session of your choice for \$135/person.**

Tuesdays | March 9, 16 and 23, 2021

1–5 p.m. | Piqua Campus

Fee \$375

Peer Today, Boss Tomorrow

Evolving from peer to boss is not easy. New managers struggle to balance prior relationships with new management responsibilities. This course presents strategies that will help supervisors navigate changing relationships and prepare for difficult situations.

Tuesday | March 9, 2021

1–5 p.m. | Piqua Campus

Fee \$135

Communicating for Leadership Success Organizations need leaders who can do more and be more in order to succeed in today's complex environment. They need frontline leaders with strong interpersonal skills

who can get things done by utilizing and engaging others. This foundational course will help you—as a leader—to communicate effectively and to spark action in others. We will also explore the interaction essentials that you need to handle a variety of challenges and opportunities that you encounter every day—in the workplace and beyond.

Tuesday | March 16, 2021

1–5 p.m. | Piqua Campus

Fee \$135

Resolving Workplace Conflict

Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time and reduce costs. An unfortunate but natural byproduct of these challenges is conflict. While conflict can lead to discoveries such as new ideas and innovative breakthroughs, it can, if allowed to escalate, result in damage to critical working relationships. This course will teach you how to recognize the signs of escalating conflict and take appropriate action to minimize damage. You will be introduced to two resolution tactics—coach and mediate. You will practice coaching using the Interaction Essentials and then mediate to resolve a conflict.

Tuesday | March 23, 2021

1–5 p.m. | Piqua Campus

Fee \$135

For more information or to register, contact Trisha Elliott at telliott2@edisonohio.edu.