



## LEADERSHIP DEVELOPMENT ESSENTIALS

**Don't miss out on this worthwhile opportunity to further develop your future leaders!**

Leadership Development Essentials is a series of eight highly interactive sessions that utilize a variety of instructional techniques, including group discussions, role playing, self-assessments, homework, and practical applications. Participants are encouraged to bring their real-life issues to each session to facilitate on-the-job application of the skills learned.

**This eight-week virtual program begins Wednesday, January 13th, 2021.**

**All sessions run from 8 to 10:30 a.m.**

**Attendees will receive the access link via email a day or two before the first session.**

**Week 1 - 1/13/21**

**Leadership and Coaching Skills for Team Leaders/Supervisors/Managers**

**Week 2 - 1/20/21**

**Effective Communication Skills**

**Week 3 - 1/27/21**

**Conflict Resolution**

**Week 4 - 2/3/21**

**Motivation**

**Week 5 - 2/10/21**

**High-Performance Teams: Developing a Culture for Growth Based on Teamwork, Trust, and Transparency**

**Week 6 - 2/17/21**

**Change Management**

**Week 7 - 2/24/21**

**Employment Laws, Sexual Harassment, Hostile Environment, and Workforce Diversity**

**Week 8 - 3/3/21**

**Performance Coaching, Discipline, and Interviewing**

**Over 2,500 team/group leaders, supervisors, managers, and executives have attended NEPIRC's Leadership Training. Here's what a few of them had to say:**

"This session provided key skills to incorporate into my everyday leadership. It allowed me to see the viewpoints of my co-workers."

– Berwick, August 2019

"I enjoyed this course very much and would recommend it to anyone in a leadership role or looking to enter a leadership role. This course would make a great asset to strategic planning."

– Wilkes-Barre, December 2019

"This course was open minded and non-judgmental. It was awesome to see people of different backgrounds work toward similar goals."

– Jessup, December, 2019

"It's a great course to help learn your leadership style and how to communicate with others who have a different leadership style."

– Towanda, August 2019

"This class does surprise you along the way as it teaches you how to lead."

– Mt. Pocono, August 2019

**Investment Summary: \$995 per person - public sessions**  
See reverse for session descriptions and registration information.

## Session Descriptions

### **Week 1 - Leadership and Coaching Skills for Team Leaders/Supervisors/Managers**

Successful leaders are those who can adapt to the unique demands of the situation. This module covers coaching, collaboration, and respect. These leadership behaviors help team leaders, managers, and supervisors focus their efforts on higher value-added activities. Coaching helps people explore their motivation and overcome barriers that hold them back. Coaching is a useful way of developing people's skills and abilities and of boosting performance.

### **Week 2 - Effective Communication Skills**

Participants will learn about various communication styles and techniques that create different communication perceptions. They will learn which types of approaches are necessary to communicate effectively in different situations.

### **Week 3 - Conflict Resolution**

Participants will learn their personal approaches to stressful situations through assessment and understand how to address various levels of anger and stress. This workshop guides employees through the conflict resolution process and teaches them the skills to resolve conflicts on their own.

### **Week 4 - Motivation**

Participants learn how to evaluate and implement motivational theory and various techniques that can be used to foster a high-performance environment. Participants discuss situations that will help them apply the material on the job.

### **Week 5 - High-Performance Teams: Developing a Culture for Growth Based on Teamwork, Trust, and Transparency**

This session teaches participants the importance of healthy employee relationships, motivational strategies to improve morale, that employees are the company's number one asset, and will strive to instill a true sense of ownership. Attendees participate in trust building activities to develop mutual respect, openness, understanding, and empathy, as well as developing communication and teamwork skills.

### **Week 6 - Change Management**

This session helps individuals identify and develop the skills that make them more effective at leading change, whether the change is one they have chosen to initiate or one they have been asked to implement. Additionally, attendees gain an understanding of change reactions and how to deal with them.

### **Week 7 - Employment Laws, Sexual Harassment, Hostile Environment, and Workforce Diversity**

This session defines and identifies sexual harassment and offensive behaviors that could be considered harassment. Real-life scenarios are discussed, along with the ramifications of not complying with employment laws. The diversity program explores four main characteristics, stereotypes, similarities, unity, and benefits, by listening to the stories and thoughts of individuals who live and work in diverse environments.

### **Week 8 - Performance Coaching, Discipline, and Interviewing**

This session focuses on setting performance expectations, observing and measuring performance, coaching and developing, and recognizing and rewarding performance. Interviewing deals with protecting the company from legal trouble and embarrassment by avoiding the wrong questions while still getting to the root of the concern behind the question.

**To easily register, click [here!](#)**