

VITAL LEARNING SERIES: Essential Skills of Leadership

A series of 12 half-day training sessions at a cost of \$200 each.

The Greene County Partnership and University of Tennessee Center for Industrial Services will host a 12-week leadership training series for local manufacturers beginning September 14. The half-day sessions will be held from 12-4 p.m. each day with the exception of October 5 when the class will be held from 1 to 5 p.m.

The cost is \$200 per session and all classes will be held in the Partnership Board Room at 115 Academy Street. Please eat lunch before arriving as only light snacks will be served during the afternoon.

Courses	Session Date/Time	Registration Link	Registration Deadline
Essential Skills of Leadership: Manage a team while enhancing team members' self-esteem, effectively solve problems by focusing on team members' behavior and encourage team member participation.	Sept. 14 12-4 p.m.	http://bit.ly/LS-HP-LSM1	Sept. 7
Essential Skills of Communicating: Communicate clearly and concisely, understand and manage nonverbal communication and effectively communicate through listening.	Sept. 21 12-4 p.m.	http://bit.ly/CIS-HP-LSM2	Sept. 12
Coaching Job Skills: Identify team member difficulties that hinder team success, build improvement plans by observing team member performance and effectively coach job skills.	Sept. 28 12-4 p.m.	http://bit.ly/CIS-HP-LSM3	Sept. 19
Improving Work Habits: Distinguish between performance and work habits, recognize poor work habits and effectively coach to improve work habits.	Oct. 5 1-5 p.m.	Link TBA	Sept. 26
Effective Discipline: Encourage self-discipline, deliver disciplinary actions to team members and use discipline as a positive growth experience.	Oct. 12 12-4 p.m.	Link TBA	Oct. 3
Providing Performance Feedback: Develop a collaborative feedback process, get team members' buy-in, and implement a systematic approach to performance improvement.	Oct. 19 12-4 p.m.	Link TBA	Oct. 10
Resolving Conflict: Recognize conflicts before they become problems, identify the source of team member conflicts and use effective communication to resolve conflict.	Oct. 26 12-4 p.m.	Link TBA	Oct. 17
Managing Complaints: Empathetically listen to team members' complaints, find the root cause of an issue, and effectively resolve workplace problems.	Nov. 2 12-4 p.m.	Link TBA	Oct. 24
Supporting Change: Understand and facilitate the three phases of change, develop strategies for effectively communicating and supporting change and build team member buy-in to change.	Nov. 9 12-4 p.m.	Link TBA	Oct. 31
Developing Goals & Standards: Define goals, objectives and performance standards, identify and set performance standards and involve team members in creating individual performance standards.	Nov. 16 12-4 p.m.	Link TBA	Nov. 7
Communicating Up: Plan for effective communication with supervisors, build consensus around goals, objectives and action plans, and recap communications for clarity and consistency.	Nov. 30 12-4 p.m.	Link TBA	Nov. 21
Delegating: Delegate for optimal time management, job satisfaction and productivity and develop processes that ensure the involvement and success of team members.	Dec. 7 12-4 p.m.	Link TBA	Nov. 28



GREENE COUNTY PARTNERSHIP

Training Location: Greene County Partnership Board Room — 116 Academy Street, Greeneville

Please register using the links above. For help with registration, contact Felicia Roberts at felicia.roberts@tennessee.edu or call 615-253-6371. For information on class content, contact Kenny Smith at 423-335-7417 or email kenny.smith@tennessee.edu.