



Leadership Training Series

Tooling U *On-line Leadership Essentials*

Essentials of Leadership 110

This class describes the basic responsibilities of a leader and gives helpful ideas about how to gain the respect and trust of others. Includes an Interactive Lab.

Essentials of Communication 120

This class describes key types of communication and common roadblocks to communication, as well as how to use effective communication as a tool to help build teamwork and manage conflict. Includes an Interactive Lab.

Basics of Manufacturing Costs 140

This class describes the basic costs associated with manufacturing and how these costs are typically controlled.

Conflict Resolution Principles 150

This class covers the basic steps that a manager can take to resolve conflicts in the workplace and help ensure that the same conflicts do not return. Includes an Interactive Lab.

Conflict Resolution for Different Groups 155

This class describes a variety of situations in which a conflict may occur and offers advice for the best approaches to dealing with those conflicts. Includes an Interactive Lab.

Team Leadership 160

This class teaches the basics of effectively leading a team, including picking team members and resolving conflicts. Includes an Interactive Lab.

Every company needs leaders in the organization to motivate people and provide direction for others. However, people aren't born with leadership and communication skills. They often need to learn these important skills as they grow within an organization.

Manufacturing Management 180

This class is an introduction to management for Certified Manufacturing Technologist (CMftT) It covers a number of management topics, including project planning, organizational design, theories of leadership and labor relations.

Personal Effectiveness 190

This class introduces the importance of effective communication and the various forms and mediums of communication in the workplace. The need for encouraging creativity, innovation, and the importance of knowledge and learning in the 21st century workplace is also described

Managing the Diverse Workplace 210

This class describes the issues surrounding diversity in the modern workplace, as well as describing some employer responsibilities in regards to diversity management. Includes an Interactive Lab.

Harassment and Discrimination 215

This class covers how to identify and prevent harassment and discrimination in a diverse workplace, as well as some basic Federal laws that protect workers from harassment and discrimination. Includes an Interactive Lab.

These classes cover the essential skills needed to manage people and provide effective leadership. The content is specifically geared toward a manufacturing environment, with shop-specific examples. Beginner-level classes focus on proper leadership and communication, while more advanced classes focus on conflict resolution, harassment and discrimination, and legal issues that affect supervisors.

Register Now



Tooling U On-line Leadership Essentials

Name: _____

Company: _____

Home Company Address or Box #: _____

City, State and Zip Code: _____

County of Residence: _____

Daytime Phone #: _____

Home or Cell Phone #: _____

Email Address: _____

PRICE INCLUDES ALL MODULES:

Essentials of Leadership 110

Essentials of Communication 120

Basics of Manufacturing Costs 140

Conflict Resolution Principles 150

Conflict Resolution for Different Groups 155

Team Leadership 160

Manufacturing Management 180

Personal Effectiveness 190

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PAYMENT INFORMATION

Total payment due:

Check Enclosed (payable to Rhodes State College)

Purchase Order #:

(Or attach PO to registration form. Read our invoicing policy!)

Credit Card: VISA MasterCard Discover Card

Name on card: _____

Card Number: _____

Expiration Date: _____

3-digit security code: _____

REGISTRATION FEE

Price listed is per person and includes all modules.

All workshops are subject to cancellation if minimum enrollment is not met.

Credit cards are not processed until just before listed class start date.

Tooling U On-line Leadership Essentials:

\$360.00 Participant fee

\$324.00 WCOMC Member Discount rate

REGISTRATION FORM

Make checks payable to Rhodes State College

MAIL: Rhodes State College, c/o WEDCE

4240 Campus Drive, Lima OH 45804.

FAX: (419) 995-8096

PHONE: (419) 995-8351 (8:30am to 4:30pm, weekdays)

EMAIL: Eilerman.T@RhodesState.edu (Tammy Eilerman)

REFUND, INVOICING & CANCELLATION POLICIES

- You will be charged 50% of the fee paid for cancellation within 3 days of the respective start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A full refund will be issued if a course cancels.
- A \$25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.
- WEDCE reserves the right to adjust these policies as needed.

