

The Leadership Academy

The **LEADERSHIP ACADEMY** at Chattahoochee Technical College allows supervisors and managers to further refine their skills and techniques to lead their organizations to new heights. These eight one day sessions are designed to enhance the skills of top employees so they can benefit the organization and the bottom line. Take your skills to the next level, improve the working parts of your organization, and meet the challenges of today's business environment.

ALL EIGHT SESSIONS: \$1000 | INDIVIDUAL SESSIONS: \$149

Supervisory/Leadership Skills

This introductory class covers basic skills for supervisors/leaders such as communication, listening, objectivity, and self-management. It also discusses the transition from worker to supervisor, how to make the transition and how to manage friends you now supervise. This class will set the tone for success as a leader in your organization.

Communication Skills

This class discusses both verbal and nonverbal communication skills and clearly defines communication in the workplace. It refines your skills on how to put it all together for successful communication in the workplace. It also talks about attitudes and how they relate to communications. The course stresses how to be positive in your communications for a successful and profitable organization.

Motivation and Coaching

Motivation fundamentals, what motivates and what de-motivates people. The class reveals strategies and tactics to get people motivated. Discussions include how to create a positive work environment, what it looks like and how to keep it going. An understanding of coaching, giving feedback both positive and constructive is included.

Delegation and Teamwork

This session defines delegation, discusses empowerment and how to be available, but not in the way. It also defines team, teamwork, the stages of team development and team leadership. An essential to any organization; teamwork is critical for all leaders and organizations to be successful.

Performance Management

This class discusses the feedback process, how to give constructive feedback and how to establish accountability. Using positive discipline, coaching and communications to help in performance is an important part of this class. Constructive conflict management, managing differences productively, how to address conflict are key components of this session.

Management Styles and Goal Setting

Understanding your management style, the definitions of management styles and personality types will allow you to lead more effectively as you fully understand you and the others around you. The session discusses how to set goals and direction and to get the involvement and buy-in from the whole team. Understanding each other and the path we create is essential to our success.

Time Management/Problem Solving

Time and priority management are essential to effective leadership. This session discusses time management, how to prioritize, and how to make a plan and stick to it. It also discusses how to deal with change and adapting to change and new situations. Problem solving is what a good leader does all the time. This session discusses creative problem solving and effective problem solving models.

Leadership Essentials

How do we stay sharp and effective as a leader? How to influence others, understanding risks, rewards and consequences. This session discusses how to accomplish goals, both personal and professional. Also covered are attitudes and commitment to the organization. How to be cool under pressure, communicate effectively, solve problems and put all your tools and resources together to be an effective leader.

**For more information please contact Angelia Farries at 770-443-3619 or email
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