



**Chattahoochee**  
TECHNICAL COLLEGE

# The Leadership Academy 2019

Corporate and Professional Education

**ALL FOUR SESSIONS: \$749 | INDIVIDUAL SESSIONS: \$209\***  
**Time: 9 AM - 4 PM | Location: North Metro Campus, Room D402**

The LEADERSHIP ACADEMY at Chattahoochee Technical College consists of four one-day sessions, designed with relevant **Interactive Training and a Company Project** to take your skills to the next level, improve the working parts of your organization, and meet the challenges of today's business environment. Topics include communications skills, motivation and coaching, delegation, teamwork, performance management, management styles, goal setting, time management, problem solving and more.

## Emerging into Leadership with Effective Communication

Communication in the workplace allows companies to be productive and operate effectively at all levels. We focus on verbal and nonverbal communication techniques that can increase morale, employee commitment, and productivity. Delineating between formal and informal communication in the workplace, determining leadership styles for specific situations, and comparing/contrasting methods that help overcome resistance to change. Workplace attitudes influence every person in the organization (top-down and managing-up management styles). This session focuses on understanding how positive and negative attitudes affect creativity, productivity, and retention.

**Topics include:** Showing the Importance and Value of Active Listening; Evaluating Growth and Goal Achievements Involving Change; The Importance of Diversity in a Global Marketplace; Barriers to Effective Communication; Determining the Importance of Developing Effective Interpersonal Communication Skills; and examining the Levels of Verbal and Nonverbal Communication. **March 19th, 2019 from 9am-4pm**

## Developing and Coaching a Winning Team

This session focuses on the development of teams and teamwork. Once we develop the team and their ability to be creative, we will identify and strategically manage the strengths and weaknesses of leaders and followers. This is key to coaching a winning team in the workplace.

**Topics Include:** Familiarizing Participants with ways to Motivate and Reward Employees; discussions on how to create Positive Work Environments; Coaching techniques; and Giving Feedback; Importance of Delegation; Empowerment, and Stewardship in various business situations; Identifying current trends in Motivational Theory including managing work teams and job flexibility. **March 20th, 2019 from 9am-4pm**

## Encouraging and Developing Employees to be Successful

This session addresses the importance of giving and receiving feedback and understanding how to provide constructive feedback. You will be provided with an overview of identifying and understanding different management styles and personality traits.

**Topics Include:** Building Trust; Helping Employees Set Goals; Monitoring Performance; Giving/Receiving Feedback; Encouraging Positive Actions; Discouraging Negative Actions; Conflict Management; Distinguishing between Management and Leadership; the Five Personality Dimensions; Goal-Setting (short-term/long-term); and the Five Types of Leader Power. **March 21st, 2019 from 9am-4pm**

## A Strong leader Manages Chaos and Creates Solutions **March 22nd, 2019 from 9am-4pm.**

How do we stay sharp as effective leaders? Time and performance management are essential to effective leadership. This session includes discussions and activities that focus on The Management and Decision-Making Processes as well as combining the concepts of business ethics, managerial leadership, and performance management.

**Topics Include:** Evaluating Business Situations for Appropriate use of Team Leadership Versus Solo Leadership; Assessing the Effects of Poor Time Management and Inadequate Stress Management; How to Influence Others; Effective Communication; and the Decision-Making Process. **March 22nd, 2019 from 9am-4pm**

For more information or to register for this training call 770-528-4550 or email [michael.oneal@chattahoocheetech.edu](mailto:michael.oneal@chattahoocheetech.edu)