

Leadership Series

Introduction to Supervision

This seminar is an introduction to the various skills of basic supervision. Although the skills require significantly more development and discussion, and there are many other skills a supervisor needs to master, the purpose of the seminar is to provide a basic knowledge of each of these skills: planning, organizing, motivating and coping with workplace dynamics.

Friday 1/27/2012 8:00 AM - 10:00 AM Cost: \$53

Expectations of a Leader

This course is designed to provide an overview of leadership skills. An introduction to the concepts and components of leadership will focus on the interpersonal skills that provide the foundation for effective leadership behavior.

Friday 1/27/2012 10:30 AM - 12:30 PM Cost: \$53

Communications

This session will explore techniques for understanding the needs of self and others in relationship to the communication process. The concepts of effective listening, using appropriate language, non-verbal behavior, developing open-mindedness and delivery tone and style will be linked to practical technique for practicing and improving skills.

Friday 2/3/2012 8:00 AM - 10:00 AM Cost: \$53

Teamwork

With a primary focus on effective functioning in a collaborative workplace and how people working in teams can have an impact on the organization, this session will introduce the basic principles of motivation, diversity and building relationships that foster dignity and respect. Leadership skill building will focus on improving the ways that the participant interacts with others.

Friday 2/3/2012 10:30 AM - 12:30 PM Cost: \$53

Adaptability & Flexibility

You can't ignore changing situations. If you try, change will catch you off guard and knock you off balance. Getting angry won't make change go away; anger will make the situation worse. Wishing that things would go back to what they were is a waste of time; time spent talking about the good old days won't get them back and they probably weren't that good anyway. You can't run away; there's no place that's beyond the reach of change.

Friday 2/10/2012 8:00 AM - 10:00 AM Cost: \$53

Coaching

The fundamental concepts of directing, coaching, supporting and delegating with a focus on application for personal self-development. The participant will be introduced to techniques for giving and receiving feedback in a coaching role.

Friday 2/10/2012 10:30 AM - 12:30 PM Cost: \$53

For More information:



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