

The Essentials of Leadership

SCHEDULE

Thursdays,
April 19, 2018
April 26, 2018
May 3, 2018
8:30 a.m - 12:30 p.m

LOCATION

NMC Aero Park Campus
2600 Aero Park Drive
Traverse City, MI 49686
Parsons-Stulen Building
Room 226

COST

\$259 per person

REGISTER

Matt Schwarze
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Do you want to be a better leader this year? If so, our Essentials of Leadership three-step course is right for you! This training is designed for emerging leaders to help them become more competent and confident through our interactive, hands-on Active Learning Model.

Day 1- Understanding Behavioral Differences (DISC)

Thursday, April 19, 2018: 8:30 am - 12:30 pm

Participants will become more aware of themselves and others through the use of the DiSC assessment. As a result of this training, participants will be able to:

- Identify behavior style differences
- Improve communication with co-workers
- Adapt leadership style to motivate others
- Recognize how different styles respond to stress and conflict

Day2- Effective Listening and Feedback

Thursday, April 26, 2018: 8:30 am - 12:30 pm

Participants will enhance their communication skills by practicing effective listening and feedback. As a result of this training, participants will be able to:

- Exhibit effective listening skills including paraphrasing, reading non-verbal cues, demonstrating empathy, and asking open-ended questions
- Provide both positive and constructive feedback to others
- Mediate conflict using listening and feedback skills

Day3- Effective Meetings

Thursday, May 3, 2018: 8:30 am - 12:30 pm

Participants will learn how to effectively plan, conduct, and evaluate meetings. As a result of this training, participants will be able to:

- Develop an agenda
- Use tools such as brainstorming, brainwriting, etc. to run a meeting
- Evaluate and adjust using best practices

Betsy Williams, Training Specialist

- Michigan Lean Consortium State Board Member
- Traverse Area Human Resource Association Board Member
- Grand Traverse Area Manufacturing Executive Council Member
- Certified DISC Trainer
- Certified Lean Office Champion



