



2018 Leadership Development Program

JANUARY						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Course 1: Basic Management Concepts
9:00 am – 12 pm
Senior Consultant/Trainer

Course 2: Legal Red Flags
1:00 pm – 4 pm
Senior Consultant/Trainer

JULY						
S	M	T	W	Th	F	S
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29	30	31				

Course 5: Performance Management
9:00 am – 12 pm
Senior Consultant/Trainer

Course 6: Adapting to Comm Styles & Organizational Change
1:00 pm – 4 pm
Senior Consultant/Trainer

FEBRUARY						
S	M	T	W	Th	F	S
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Course 3: Effective Hiring, Retention & Motivation
9:00 am – 12 pm
Senior Consultant/Trainer

Course 4: Discipline & People Problems
1:00 pm – 4 pm
Senior Consultant/Trainer

AUGUST						
S	M	T	W	Th	F	S
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Course 7: Advanced Leadership & Corporate Culture
9:00 am – 12 pm
Senior Consultant/Trainer

Course 8: Leadership, Influence & Negotiation
1:00 pm – 4 pm
Senior Consultant/Trainer

MARCH						
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Course 5: Performance Management
9:00 am – 12 pm
Senior Consultant/Trainer

Course 6: Adapting to Comm Styles & Organizational Change
1:00 pm – 4 pm
Senior Consultant/Trainer

SEPTEMBER						
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Course 1: Basic Management Concepts
9:00 am – 12 pm
Senior Consultant/Trainer

Course 2: Legal Red Flags
1:00 pm – 4 pm
Senior Consultant/Trainer

APRIL						
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Course 7: Advanced Leadership & Corporate Culture
9:00 am – 12 pm
Senior Consultant/Trainer

Course 8: Leadership, Influence & Negotiation
1:00 pm – 4 pm
Senior Consultant/Trainer

OCTOBER						
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Course 3: Effective Hiring, Retention & Motivation
9:00 am – 12 pm
Senior Consultant/Trainer

Course 4: Discipline & People Problems
1:00 pm – 4 pm
Senior Consultant/Trainer

MAY						
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Course 1: Basic Management Concepts
9:00 am – 12 pm
Senior Consultant/Trainer

Course 2: Legal Red Flags
1:00 pm – 4 pm
Senior Consultant/Trainer

NOVEMBER						
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Course 5: Performance Management
9:00 am – 12 pm
Senior Consultant/Trainer

Course 6: Adapting to Comm Styles & Organizational Change
1:00 pm – 4 pm
Senior Consultant/Trainer

JUNE						
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Course 3: Effective Hiring, Retention & Motivation
9:00 am – 12 pm
Senior Consultant/Trainer

Course 4: Discipline & People Problems
1:00 pm – 4 pm
Senior Consultant/Trainer

DECEMBER						
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Course 7: Advanced Leadership & Corporate Culture
9:00 am – 12 pm
Senior Consultant/Trainer

Course 8: Leadership, Influence & Negotiation
1:00 pm – 4 pm
Senior Consultant/Trainer



2018 Leadership Development Program

Course 1: Basic Management Concepts

Agenda:

1. Roles of supervisors & managers
2. Best practices
3. Responsibilities of supervisors & managers
4. Setting expectations
5. 5 levels of leadership

Course 2: Legal Red Flags

Agenda:

1. Safe navigation of federal & state EEO law; Title VII, ADA, Age & Pregnancy
2. Managing EEO Risk
3. Avoiding retaliation claims & early detection
4. Special issues presented by FMLA, FLSA & other laws
5. Bullying
6. Social media issues and the NLRA
7. Case studies

Course 3: Effective Hiring, Retention & Motivation

Agenda:

1. Advertising and essential functions
2. Proper fit: emotional intelligence
3. Onboarding
4. Secrets and strategies that increase retention
5. Motivation psychology
6. Professional development / Succession planning
7. Leadership resources

Course 4: Discipline & People Problems

Agenda:

1. Communication fundamentals
2. Situational leadership
3. Investigation techniques
4. Investigation & documentation
5. The pros & cons of differing discipline philosophies
6. Handling conflict & confrontation
7. Policy pros & cons
8. Disciplinary actions & the crisis discharge
9. Case studies



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Course 5: Performance Management

Agenda:

1. *What employees want*
2. *Preparing meaningful performance reviews*
3. *Finding & handling perception disconnects*
4. *Avoiding surprises that lead to conflict*
5. *Stay interviews*
6. *Coaching for success*
7. *The concept of the 360 – when and why questions*

Course 6: Adapting to Communication Styles & Organizational Change

Agenda:

1. *Master your communication style*
2. *Master others' communication styles*
3. *Advanced communication styles & types*
4. *Utilizing styles & types for team benefit*
5. *Increasing productivity based on communication styles & types*
6. *Handling changes in team dynamics*
7. *Stress management*
8. *Time management*

Course 7: Advanced Leadership & Corporate Culture

Agenda:

1. *Ethics*
2. *Creating a mission & vision others follow*
3. *Developing core competencies*
4. *Aligning corporate values & practices*
5. *Managing complex change & workplace issues*
6. *Managing up & across*
7. *Building partnerships*
8. *Establishing business sustainability initiatives*
9. *Embracing opportunities & managing risks*

Course 8: Leadership, Influence & Negotiation

Agenda:

1. *Diversity & cross-cultural strategies*
2. *Gen X, Y, Z*
3. *Psychology of influence*
4. *Meeting management*
5. *Effective presentations*
6. *Negotiation tactics*
7. *Prioritizing needs & wants*