



# Geauga Growth Partnership Workforce Development Programs

## LEAD Supervisory Training Series

**LEAD** ♣ Leadership Effectiveness = Accelerated Development

**People leave Managers. Not Organizations.**

“Nearly 60% of front line supervisors underperform during their first two years in the seat.” - *Business Wire; September 2007*

How can you help your supervisors succeed? LEAD is a Leadership Development program presented in collaboration with Steven Peter Human Resource Consulting. Ensure your supervisors and managers have the tools to make a successful transition to leadership. LEAD programs teach employee engagement and commitment which results in increased productivity and retention. Each program gives your leaders specific skill sets, strategies and tools to effectively manage your workforce to maximize potential. *Courses may be taken individually or as the full series.*

---

### Leadership—The Transition to Supervision | Friday, September 8, 2017 | Time: 9:00 am – 12:00 pm

Prepare your supervisors to manage the unique demands of that position. This program explores the myriad of skills and attributes required for the various roles and responsibilities in supervision. Individual styles and situations are examined to give participants effective tools for their leadership challenges.

---

### Employee Relations | Friday, September 15, 2017 | Time: 9:00 am – 12:00 pm

The ability to analyze and positively impact individual personality traits, motivational drives, generational values, and the work environment is the foundation of people management. Create positive employee relations and learn to deal with “difficult” employees in a more effective fashion by applying basic motivational concepts. *A fee for the personality assessment is required.*

---

### Interviewing and Selection | Friday, September 22, 2017 | Time: 9:00 am – 12:00 pm

Avoid costly errors when hiring new employees. Utilizing Behavioral Interviewing techniques learn to accurately identify qualifications and match candidates to those qualifications through a formal interview process. Gain a basic understanding of employment law in order to ensure fair and legal hiring practices.

---

### Communication Skills | Friday, September 29, 2017 | Time: 9:00 am – 12:00 pm

Many obstacles can sabotage our effectiveness as communicators. Understanding various oral, written and listening communication skills improves the effectiveness of the supervisor at all levels of interaction. This course explores various forms of communication and strategies to improve effectiveness in a variety of mediums.

---

### Conflict Management | Friday, October 6, 2017 | Time: 9:00 am – 12:00 pm

Conflict is inevitable whenever two or more people come into contact. This course examines the nature and causes of conflict, and an analysis of individual tendencies. Attendees will analyze their conflict situations and develop appropriate resolution strategies.

---

### Performance Management | Friday, October 13, 2017 | Time: 9:00 am – 12:00 pm

The essence of supervision is the management of the performance of the individual employees. Learn to establish clearly understood standards of performance for each job; a system to measure and document against those standards; and timely communication of performance and development plans that will help your employees improve and enhance their careers.

---

### Problem Solving and Decision-Making | Friday, October 20, 2017 | Time: 9:00 am – 12:00 pm

Problems are inevitable and solving them is a key responsibility of supervisors. This can be done alone; with selected others; or as a work group. Regardless of the approach, learn to analyze a, prioritize and attack each facet of the problem.

---

### HR Legalities | Friday, October 27, 2017 | Time: 9:00 am – 12:00 pm

Lack of awareness of various legal issues supervisors face in fulfilling their duties can cause time-consuming and expensive charges and lawsuits. This session creates awareness by utilizing simplified language of the actual laws, with examples of how to effectively operator within them and document these actions.

Order form on back

---



Geauga Growth Partnership Workforce Development Training

LEAD

Leadership Effectiveness = Accelerated Development

REGISTRATION FORM

X - Select Course Choices

LEAD SUPERVISORY SERIES

- Leadership—The Transition to Supervision | Friday, September 8, 2017 | Time: 9:00 am – 12:00 pm
Employee Relations\* Personality Assessment required | Friday, September 15, 2016 | Time: 9:00 am – 12:00 pm
Interviewing and Selection | Friday, September 22, 2017 | Time: 9:00 am – 12:00 pm
Communication Skills | Friday, September 29, 2017 | Time: 9:00 am – 12:00 pm
Conflict Management | Friday, October 6, 2017 | Time: 9:00 am – 12:00 pm
Performance Management | Friday, October 13, 2017 | Time: 9:00 am – 12:00 pm
Problem Solving and Decision-Making | Friday, October 20, 2017 | Time: 9:00 am – 12:00 pm
HR Legalities | Friday, October 27, 2017 | Time: 9:00 am – 12:00 pm

Courses are held at the Newbury Business Park Executive Center, 12373 Kinsman Road, Suite C-106, Newbury OH 44065

TO ORDER: All pricing is per person. Certificates of Completion are issued to participants upon completion.

Single Course: GGP Members \$99 each All Others \$129 each Personality Assessment for ER class \$25 each person

# Classes @ \$ Each Person = \$ TOTAL FEE:

Personality Assessment @\$25 per person = \$ (Employee Relations Course only)

Series: GGP Members \$695 All Others \$1,032 Personality Assessment for ER class \$25 each person

LEAD SERIES @ \$ TOTAL FEE: \$

Personality Assessment @ \$ (Employee Relations Course only)

\* If you have multiple people taking different courses, please create one order per person.

Attendee: Attendee Email:

Attendee: Attendee Email:

Attendee: Attendee Email:

Order Date: Ordered by: Email: Phone:

Company:

Full Billing Address:

PAYMENT OPTION: Check (enclosed) Invoice me Purchase Order #: Credit Card\*

Please email completed form to info@geaugagrowth.com. \*Call 440-564-1060 for credit card processing.

Send payment to Geauga Growth Partnership, 12373 Kinsman Road, Suite 106, Newbury, OH 44065

Questions: contact info@geaugagrowth.com or call 440-564-1060.

Terms & Conditions: Prepayment is required prior to program start. If the program is cancelled for any reason by Geauga Growth Partnership payment will be refunded within 5 days. You may cancel up to no less than 7days in advance of course start date for full refund of payment received; otherwise a credit will be issued for a future offering of the class.

LEAD is a workforce development training series presented by the Geauga Growth Partnership and Steve Peter Consulting.