



Geauga Growth Partnership Workforce Development Programs

LEAD Supervisory Training Series

LEAD ♣ Leadership Effectiveness = Accelerated Development

☐ Leadership—The Transition to Supervision | Friday, February 2, 2018 | 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, February 9, 2018 | 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. *Personality assessment is required.*

☐ Interviewing and Selection | Friday, February 16, 2018 | 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, February 23, 2018 | 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, March 2, 2018 | 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, March 9, 2018 | 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, March 16, 2018 | 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.

☐ Human Resource Legalities | Friday, March 23, 2018 | 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, February 2, 2018 | Time: 9:00 am – 12:00 pm
Employee Relations* Personality Assessment required | Friday, February 9, 2018 | Time: 9:00 am – 12:00 pm
Interviewing and Selection | Friday, February 16, 2018 | Time: 9:00 am – 12:00 pm
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Courses are held at the Newbury Business Park Executive Center, 12373 Kinsman Road, Suite C-106, Newbury OH 44065

Fees: All pricing is per class or series, per person. Certificates of Completion issued to participants upon completion.

Single Course: GGP Members \$99 All Others \$129 Personality Assessment \$25 (Employee Relations)

Series: GGP Members \$720 All Others \$1057 (pricing includes Personality Assessment for Employee Relations)

TO ORDER:

of LEAD Classes (GGP Member) @ \$99 ea \$
of LEAD Classes (All Others) @ \$129 ea \$
of LEAD Series (GGP Member) @ \$720* ea \$ * price includes personality assessment fee
of LEAD Series (All Others) @ \$1057* ea \$ * price includes personality assessment fee
of Personality Assessment @ \$25 ea \$ Required for Employee Relations course

TOTAL FEE: \$

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

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 7 days 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. You must be an existing member prior to ordering for member rates to apply.

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