



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 as a series or individually.*

Leadership—The Transition to Supervision Friday, September 20, 2019 | 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 27, 2019 | 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.*

Onboarding & Training for Supervisors Friday, October 4, 2019 | Time: 9:00 am – 12:00 pm

The highest percentage of employee turnover occurs within the first sixty days. As a supervisor are you ready for your new hire? Learn how to determine their initial skill set to build a customized training process that establishes competency while engaging your new hire and integrating them into your culture. These techniques will increase the retention level of your "newbies" with ultimate impact on productivity.

Communication Skills Friday, October 11, 2019 | 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 18, 2019 | 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 25, 2019 | 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.

Teamwork Friday, November 1, 2019 | Time: 9:00 am – 12:00 pm

Creating and maintaining a work group that takes full advantage of the individual skills and personalities involved is a highly desirable supervisory function. Gain a thorough understanding of the critical concepts involved in teamwork; analysis of the current team; identification of gaps; and a plan for improvement. Knowing how to deal with individual and group problems that will threaten team effectiveness is a valuable supervisory tool.

Problem Solving and Decision-Making Friday, November 8, 2019 | 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, prioritize and attack each facet of the problem.



LEAD

Leadership Effectiveness = Accelerated Development

REGISTRATION FORM

X - Select Course Choices

LEAD SUPERVISORY SERIES

- Leadership—The Transition to Supervision | Friday, September 20, 2019 | Time: 9:00 am – 12:00 pm
- Employee Relations* **Personality Assessment required** | Friday, September 27, 2019 | Time: 9:00 am – 12:00 pm
- Onboarding & Training for Supervisors | Friday, October 4, 2019 | Time: 9:00 am – 12:00 pm
- Communication Skills | Friday, October 11, 2019 | Time: 9:00 am – 12:00 pm
- Conflict Management | Friday, October 18, 2019 | Time: 9:00 am – 12:00 pm
- Performance Management | Friday, October 25, 2019 | Time: 9:00 am – 12:00 pm
- Teamwork | Friday, November 1, 2019 | Time: 9:00 am – 12:00 pm
- Problem Solving and Decision-Making | Friday, November 8, 2019 | 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

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: \$ _____

* For multiple people taking different courses, provide a spreadsheet to notate course, attendee, email and position.

Attendee: _____ Position: _____ Attendee Email: _____

Attendee: _____ Position: _____ Attendee Email: _____

Attendee: _____ Position: _____ 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. A minimum of 6 participants is required to hold each class. **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.