

# Leading Today's Workforce

## NEWLY FORMED TRAINING COLLABORATION TO OFFER LEADERSHIP CLASSES AT NORTH CENTRAL STATE COLLEGE

We are proud to announce the collaborative efforts of Pioneer Career & Technology Center Adult Education, Madison Adult Career Center, Ashland County-West Holmes Adult Education and North Central State College have joined forces to provide exceptional training opportunities. This dynamic team will offer a unique array of leadership classes that will open your eyes and perhaps even broaden your horizon as you learn how to effectively lead today's workforce.

### COURSE DETAILS

This course is designed with the flexibility of earning three credit hours (36 classroom hours) by successfully completing the entire curriculum or by fulfilling your training gaps in an "ala carte" fashion of enrolling in a specific 4-hour module(s).

Instructors will utilize a combination of mini-lectures, facilitated group exercises and individual self-assessments designed to facilitate student learning leading both to theoretical understanding of key concepts and behavior changes resulting in improved workplace performance in most instances.

The "Leading Today's Workforce" course launches on March 26, 2012 and class will be in session on Monday's and Wednesday's from 6-8:00 pm at the Kehoe Center in Shelby, Ohio. Tuition for the entire course is \$365.00 or you may enroll in specific modules at a rate of \$45/module. For more information or to enroll, please call 419-755-4700.



### COURSE TOPICAL OUTLINE

- **WEEK 1:** Conflict in today's workplace
- **WEEK 2:** Effective communication & listening skills
- **WEEK 3:** Customer service
- **WEEK 4:** Coaching, motivation & performance review
- **WEEK 5:** Time management
- **WEEK 6:** Situational leadership & stages of development
- **WEEK 7:** Group development & teamwork
- **WEEK 8:** Roles, goals & accountability in your organization
- **WEEK 9:** Group/individual assignments & evaluations

*\*\* Each topic is designed within a 4-hour module. Please see schedule for specific dates/times.*