



Leading Your Team Workshop Series

Series Objectives

This series focuses on helping new leaders develop foundational skills to lead their employees. A discount will be applied for those that register and attend the entire series!

- Describe their personality type and how it impacts the performance of their team
- List and describe foundational principles needed to lead a team
- Apply communication techniques which enable them to build positive relationships with their teams

Audience: Leaders and Supervisors

Workshop Schedule and Cost

Session 1:

Understanding Personality Types September 12, 2017 1–5p Cost: \$144 Lincoln Campus, Rm. 120

Session 2:

How to Become a More Likeable Boss October 10, 2017 1–5p Cost: \$120 Lincoln Campus, Rm. 120

Session 3:

Communication Strategies for Supervisors November 7, 2017 1–5p Cost: \$120 Lincoln Campus, Rm. 120

Session 4:

Building Trust and Credibility January 9, 2018 1–5p Cost: \$120 Lincoln Campus, Rm. 120

Session 5:

Setting and Managing Expectations February 13, 2018 1–5p Cost: \$120 Lincoln Campus, Rm. 120

For more information

Email: BusinessIndustryTraining@gaston.edu

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Registration: Visit www.gaston.edu or <https://goo.gl/KbsPx1> to register; do a “Key Word” search for the session title and follow prompts.

1. Understanding Personality Types

To be a great leader, you must first know yourself. This workshop focuses on helping leaders understand their personality type and how it impacts their team's performance.

Pre-work: Take the Myers Briggs Type Indicator prior to workshop. Participants receive a link to take the assessment and receive the results in the workshop.

Performance Objectives: at the end of this workshop, the participants will be able to

- Describe your type and how you go about your work
- Describe how characteristics of types are typically expressed at work
- Describe the of types of groups
- Utilize knowledge to influence everyday activities at work

2. How to Become a More Likeable Boss

Becoming a more likeable boss can sometimes be a difficult process to describe. It can be one characteristic that facilitates great communication and great employee relationships. It can be the special way that you show confidence in among your team. These and other events can become more easily managed with this great workshop.

With our How to Become a More Likeable Boss workshop, your participants will begin to see how important it is to develop better managerial skills.

Pre-work: None

Performance Objectives: at the end of this workshop, the participants will be able to:

- Understand how to develop leadership qualities
- Know how to delegate effectively
- Choose inspirational and engaging tasks for yourself and others
- Use wisdom and understanding to lead others
- Identify the roles of your team

3. Communication Strategies for Supervisors

Communicating with your team is critical to being a great leader. This session provides tools and techniques that promote positive interaction between the supervisor and their team

Pre-work: None

Performance Objectives: at the end of this workshop, the participants will be able to:

- Identify and apply effective communication techniques

- Identify common communication techniques that may be holding you back
- Apply techniques in asking questions about information he/she needs
- Describe what non-verbal messages are telling others
- Apply techniques to listen actively
- Apply techniques for dealing with conflict within the workplace

4. Building Trust and Credibility

This workshop focuses on helping new leaders build trust and gain credibility with their teams through their behaviors.

Pre-work: None

Performance Objectives: at the end of this workshop, the participants will be able to:

- Describe their role as a supervisor and how it is different from being an individual contributor
- Describe your leadership style and how others see you
- Define the difference between a manager and a leader
- Describe how to engage your employees
- List and describe expectations of you from your team and your manager
- Describe credibility and trust enablers
- Develop guiding principles to use when leading your teams
- Apply these techniques on the job

5. Setting and Managing Expectations

This session clarifies performance expectations in ways that increase the sense of ownership and gains commitment

Pre-work: None

Performance Objectives: at the end of this workshop, the participants will be able to:

- Describe the organization's mission, vision, and values
- Describe how the organization's mission, vision and values drive the focus of individual performance
- Describe the employee stages and how to lead in each stage
- Apply these stages to real life scenarios through interactive role plays
- Describe how to handle underperforming employees
- Apply the situation / solution methodology to partner with employees to improve performance