

Workshop Description

LEADERSHIP SKILLS

Coaching: A Leadership Skill

Coach, Role Model, Counselor, Supporter, Guide... Do these words ring a bell? Being a coach involves being a role model, sometimes a counselor or supporter and always a guide. Explore the benefits of coaching. Understand the difference between feedback and coaching. Identify stages and key elements of coaching. Apply coaching stages to real life situations by knowing how and when to coach is an essential skill that can benefit both you and your organization.

Administrator's Transition Training

This workshop is designed to help participants overcome many of the supervisory problems they will encounter in the first few weeks as a leader. It will help you clarify roles and responsibilities of the new job, adjust to the new role with confidence, develop communication skills, recognize the importance of being visible and available to employees, understand the importance of developing good relationships, and become revered as being fair and consistent.

Conducting Effective Performance Reviews

Setting goals and objectives will give supervisors and employees a similar focus and target to aim for by understanding how to work with members to set performance standards and goals. By developing these skills, observing and giving feedback, listening and asking questions, they will improve performance. Individuals will learn to identify an effective interview process and have the opportunity to practice the process in a supportive atmosphere.