

Leadership Development

Leadership Series I



VERMONT TECH

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Vermont Tech offers a unique learning experience in Vermont: focused, hands-on, applied learning taught by faculty members who are experts in their fields. The Office of Continuing Education and Workforce Development (CEWD) brings this style of education to a wide range of professions and professionals.

We serve healthcare facilities, state agencies, non-profits, small businesses, manufacturers, service industries, educators, municipal government, builders and contractors, as well as those interested in gaining new life skills.

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This six-part series is designed to develop skills and effectiveness for supervisors, managers and team leaders. Classes combine group discussions, case studies, and activities to deliver training objectives. Each unit is approximately three and a half hours and meets weekly, allowing time to reflect and apply new skills in the work environment.

SESSION 1: OCT. 27

Essentials of Leadership

This course is a foundation for teaching leaders how to get results through people. Participants acquire a set of proven interaction skills, discuss seven leadership imperatives key to meeting today's challenges and analyze their role as a catalyst leader who inspires others to act.

SESSION 2: NOV. 3

Moving from Conflict to Collaboration

Conflict is a natural part of business life. This session teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

SESSION 3: NOV. 10

Having Difficult Conversations

Difficult conversations are those conversations that people don't want to have. People are reluctant to start these conversations because they fear the consequences. This session addresses the three main components of these important organizational discussions: the facts, the feelings and what they say about the individuals involved. This training introduces strategies for dealing with tough topics, talking about difficult information, and managing interpersonal communication.

Check out our many exciting classes and workshops by calling us — or visiting us on the web.

SESSION 4: NOV. 24

High Impact Feedback and Listening

Feedback is an effective business tool that reaches all levels. Learn how to effectively deliver both positive and developmental feedback, as well as how to be receptive to feedback and to listen to accurately understand the speaker's intended message. The session addresses issues around the art of giving feedback and provides processes for helping employees deliver objective, honest feedback that is relevant and useful.

SESSION 5: DEC. 1

Leadership Styles and Personal Influence

Leadership requires a special blend of styles and skills in order to get results through others. This class is designed to give participants time to consider different leadership roles and styles. Participants learn how to create a high-trust environment in which people take appropriate risks, identify and solve problems and work together. Increasing personal effectiveness is an outcome.

SESSION 6: DEC. 8

Leading Change

This course focuses on the crucial role leaders have in effectively exploring change, introducing change, and helping others overcome resistance typically associated with change. Participants learn how to conduct effective change discussions that minimize the potentially negative effects of change on morale, processes and productivity. Leaders learn tools and techniques to engage employees throughout the change process.

CLASSES HELD AT VERMONT TECH/CCV BUILDING IN BRATTLEBORO FROM 9:00 A.M. - 12:30 P.M.
COST: \$1,150 PER PERSON TO REGISTER VISIT: <https://events.vtc.edu>