

In Conjunction with the Windham Regional Career Center Present  
**Leadership Skills Development Series**

Marlboro College Graduate Center, Brattleboro, VT

Cost: \$1,050 per person for the entire series – materials included

**Registration Questions: Teja Cooper, 802.879.2380, tcooper@vtc.edu**

**Session I: Essentials of Leadership**

This course serves as 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 II: Building an Environment of Trust**

Trust is a key ingredient of employee engagement and loyalty, yet it is easy for leaders to inadvertently fall into trust traps. This course builds awareness of these traps and builds strategies, helping leaders create an environment in which people take appropriate risks, identify and solve problems and work together.

**Session III: Setting Performance Expectations**

This course helps leaders prepare for and conduct planning discussions. It emphasizes continued involvement and working with individuals, project teams and task forces on their performance plans.

**Session IV: Coaching for Improvement**

In this course leaders build the skills they need to help people with performance or work habit problems. It equips leaders with the skills to support people developing improvement plans, conducting effective improvement discussions and handling the challenges they may encounter in improvement discussions.

**Session V: Reviewing Performance Progress**

This course equips leaders with the skills to track progress, provide specific, balanced feedback and conduct performance discussions. It emphasizes the leader's role of offering ongoing support, guidance and resources while encouraging others to assume responsibility for achieving their plans.

**Session VI: 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.