

LEAD

Learn. Engage. Advance. Develop.



SINCLAIR
Workforce Development

workforce.sinclair.edu 937.252.9787

Filling Your Leadership Toolbox

A foundational skill-building course for new managers

This three-day series is designed to provide valuable information, skills and techniques for new supervisors or managers, as well as employees preparing for their first leadership role. Participants will complete a personal assessment tool used to strengthen communication and teamwork.



“If your actions inspire others to dream more, learn more, do more, and become more, you are a leader.”

John Quincy Adams

TOOLS FOR EFFECTIVE LEADERSHIP

LAYING THE GROUNDWORK

Participants will explore the challenges of moving from peer to leader. Topics include understanding differences in leadership styles, effectively communicating with others, and developing skills to apply these styles appropriately.

BUILDING THE FOUNDATION

Participants will learn how to prioritize, and manage their time, develop their skills in interviewing and selection, and recognize and effectively address workplace conflict.

TAKING ACTION

Participants will recognize the many forms of diversity, learn ways to manage generational differences, and incorporate team-building techniques that leverage the strengths of the team. They will also develop an action plan that identifies key areas of opportunity for growth.

LEADERSHIP DEVELOPMENT

Sinclair Workforce Development believes that effective leaders are not simply trained — they are transformed. We strive to build enduring, trust based relationships by working closely with clients to solve organizational issues and equip their workforce for continued growth and success.

We serve our clients using proven learning methods, innovative tools and techniques and highly-qualified, consultants, subject matter experts and educators.

We offer three unique and customizable learning programs designed to take your organization to the next level, starting with foundational leadership fundamentals all the way to creating and inspiring a shared vision for your organization.

Contact us today to learn more about how Sinclair can help transform your organization one leader at a time!