



The Training Place

Mission: Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.

NEW! Team Lead and Supervisor Readiness: \$45 (3 hour session)

Who should attend: Future team leaders, existing team leaders, and supervisors with less than six months experience

February 23, 8:30-11:30am; Instructor: Margaret Schmidt

As a result of this training you should be able to:

- Understand team leaders and supervisors tasks, relationships, leadership, and performance standards
- Describe how presence and credibility impacts ability to be a leader
- Define the 10 critical leadership qualities
- Develop communication skills to improve ability to lead others

Supervisor Development Program

1. Super Worker to Supervisor: \$89 (6 hours total; 3 hours per day)

March 2 & March 9, 8:30-11:30; Instructor: Catherine Goggia

As a result of this training you should be able to:

- Increase awareness of communication techniques impacting supervisor effectiveness
- Describe the critical role supervisors play in your organization: people and process
- Gain understanding of the transition process & identify common experiences within each stage of the process
- Determine what stage best represents your progress
- Create an action plan based on the requirements of your position: functions & duties

2. Understanding Personalities: \$45 (3 hour session)

January 7, 8:30-11:30am, **OR** March 23, 8:30-11:30am; Instructor: Joc Clark

As a result of this training you should be able to:

- Understand, honor and effectively engage four different work styles & identify your temperament and work style
- Develop a plan to better utilize natural assets and build on underdeveloped areas
- Recognize and utilize helpful communication methods with each of the four work styles
- Value the important contribution of each of the four styles to team success

3. Coaching for Success: \$89 (6 hours total; 3 hours per day)

January 21 & 28, 8:30-11:30am, **OR** April 6 & 13, 8:30-11:30am; Instructor: Margaret Schmidt

As a result of this training you should be able to:

- Define coaching as it relates to your supervisory role
- Define the three C's: Coaching, Counseling, Cheerleading & assess when to utilize each of the three C's
- Develop a coaching strategy & identify and overcome the barriers to coaching
- Utilize the five-step coaching process & create coaching game plans

4. Managing Priorities: \$45 (3 hour session)

February 11, 8:30-11:30am, **OR** April 27, 8:30-11:30am; Instructor: Joc Clark

As a result of this training you should be able to:

- Identify workload priorities and goals
- Establish a system to verify achievement of your goals
- Develop decision-making strategies to navigate changes that impact your workload
- Develop a process to manage a variety of priorities

5. Team Motivation \$45 (3 hour session)

February 25, 8:30-11:30am, Joc Clark **OR** May 11, 8:30-11:30, Margaret Schmidt

As a result of this training you should be able to:

- Identify the relationships between job satisfaction, motivation, & productivity
- Understand the role of positive attitude as it relates to productive & efficient work environments
- Define 5 types of motivation and the primary benefits of a motivated employee
- Analyze your workplace in order to identify the people and process impacting motivation

6. Effectively Managing Challenging People: \$45 (3 hour session)

March 11, 8:30-11:30am, **OR** May 25, 8:30-11:30am Instructor: Catherine Goggia

As a result of this training, you should be able to:

- Minimize emotional exchanges while focusing on fact-based communication
- Understand style, temperament and value differences
- Identify potential opportunities and focus on solutions
- Apply style flexing techniques to maximize productivity and maintain respect

To register please call Butte College: The Training Place (530) 895-9015