



# Leadership Course Offerings

For junior and senior leaders who must find ways to increase productivity and quality while reducing costs in today's competitive business environment.

## 2 Day Courses

Stepping up to Supervisor (Pre-supervisory skills)

Establishing Performance Expectations

Appraising Employee Performance

Strategic Business Thinking

Leader as a Coach

Leading with Emotional Intelligence

Global Supply Chain Management

Six Sigma Yellow Belt Series

## 1 Day Courses

Finance - The Basics

Developing a Tailored Appraisal Instrument

Managing the New Workforce

Problem Solving and Decision Making

Management Tools for Problem Solving

Performance Management Process

Enhancing Teamwork Across Departments

360 Degree Feedback Program and Interview

Presentation Skills

Career Planning

Dealing with People (Social Styles and Behaviors)

Conflict Management for Negotiation Skills

Coaching Skills for Managers

Hiring for Success

Stress and Time Management

Personal Issues Around Retirement

Interviewing Techniques Using Behavioral Questions

Six Sigma Overview Course

Business Ethics

Negotiation & Conflict Skills

## 1/2 Day Courses

Managing Process Improvement Teams

Strategic Planning for Managers

Preparing for the Performance Appraisal