

Leadership 101 – “Charting Your Course” Workshop Schedule – Fall 2018

Day One: Wednesday – October 3rd, 2018

7:30 – 7:55 AM	Arrival & Breakfast
8:00 – 8:15 AM	Welcome & Housekeeping <i>Elise Martin</i>
8:15 – 8:45 AM	Class Introductions
8:45 – 9:45 AM	Legal Issues in Hiring <i>Instructor: Lisa Ngayamsa</i>
10:00 – 11:30 PM	Million Dollar Mouths: The Seven Secrets of Legally Compliant Managers <i>Instructor: Sue Jackson</i>
11:30 – 12:30 PM	Lunch Break (<i>Provided</i>)
12:30 – 1:20 PM	On-Boarding/IS Resources <i>Instructor: Tasha Thomas</i>
1:30 – 2:50 PM	Management Communications <i>Instructor: Katie Guy (Effective Comm.) & Elton Machholz (Listening)</i>
3:00 – 4:00 PM	Emotional Intelligence <i>Instructor: Matthias Rammling</i>
4:00 – 4:15 PM	Q & A / Dismissal

Day Two: Thursday – October 4th, 2018

7:30 AM – 7:55 AM	Arrival, Breakfast & Networking
8:00 – 8:50 AM	Progressive Discipline <i>Instructor: Latoya Richards</i>
9:00 – 9:50 AM	Principles of Difficult Conversations <i>Instructor: Pat Wilkens (Tasha offers to assist)</i>
10:00 – 11:30 AM	Writing Effective Performance Appraisals <i>Instructor: Kim Ross (Tasha offers to assist)</i>
11:30 AM – 12:30 PM	Lunch Break (<i>Provided</i>)
12:30 – 1:45 PM	Time Management <i>Instructor: Elton Machholz</i>
2:00 – 2:55 PM	Team Building <i>Instructor: Cassie Verile</i>
3:00 – 4:00 PM	“Frontal Lobes” Stress Management <i>Instructor: Tasha Thomas</i>
4:00 – 4:15 PM	Q & A Session / Course Concludes