

Leadership 201 – “The Manager’s Toolbox” Workshop Schedule – Fall 2018

Day One: Wednesday – October 17th, 2018

7:30 – 7:55 AM	Arrival & Breakfast
8:00 – 8:15 AM	Welcome & Housekeeping <i>Elton Machholz</i>
8:15 – 8:45 AM	Class Introductions
9:00 – 9:50 AM	Coaching to Improve Employee Performance <i>Instructor: Elton Machholz</i>
10:00 – 11:50 AM	Conflict Resolution in the Workplace <i>Instructor: Pat Wilkens</i>
12:00 – 1:00 PM	Lunch Break (<i>Provided</i>)
1:00 – 2:25 PM	Change Management – Effectively Navigating a Change Effort <i>Instructor: Washington Arevalo</i>
3:00 – 4:00 PM	Cultural Diversity in the Workplace <i>Instructor: Janice Johnson</i>
4:00 – 4:15 PM	Q & A and Dismissal

Day Two: Thursday – October 18th, 2018

8:30 – 8:55 AM	Breakfast & Networking
9:00 – 9:50 AM	Behavioral Interviewing Skills <i>Instructor: Lisa Ngayamsa</i>
10:00 – 11:50 AM	Developing & Managing a Successful Performance Improvement Plan (PIP) <i>Instructor: Alicia Miller</i>
12:00 – 12:30 PM	Lunch Break (<i>Provided</i>)
12:30 – 1:20 PM	Client Relations: Good & Bad – How do you manage? <i>Instructor: Tammy Tobery</i>
1:30 – 2:50 PM	Introduction to Adult Learning & Training <i>Instructor: Heather Waldis</i>
3:00 – 4:00 PM	Rewards & Recognition <i>Instructor: Beth Lotocki</i>
4:00 – 4:15 PM	Q & A and Course Concludes