

Next Level Leadership Institute

Advance your career with the Next Level Leadership Institute.

For supervisors, managers, current leaders,
and those with leadership potential.

Register now

 425.267.0150

 www.everettcc.edu/LeaderInstitute



*Take your career and
your team to the next level*



www.everettcc.edu/LeaderInstitute

Why should anyone be led by you?

“The key to successful leadership today is influence, not authority.”

Ken Blanchard, American author and management expert

Next Level Leadership (24 hours)

Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity, and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate, and elevate employee performance; and learn how to communicate with credibility, persuasiveness, and passion to affect positive change.

Learn to:

- Establish credibility as a leader
- Create a compelling vision
- Develop buy-in to tackle difficult challenges
- Empower others to achieve and sustain excellence
- Develop clear performance standards and hold people accountable
- Master effective planning strategies

Supervisor Training (14 hours)

In this intensive two-day training, learn practical skills, techniques, and best practices you can put to use the next day. Class is for new supervisors and experienced managers and supervisors who want to enhance their skills.

Topics:

- Qualities of successful leaders
- Active listening
- Motivating employees
- Mistakes that feed negative behaviors
- Delegating work
- Performance feedback
- Building effective teams
- Goal-setting
- Dealing with challenging behaviors
- Communication Styles

Personal & Professional Excellence Series:

Proactive Planning and Problem-Solving (6 hours)

Do you feel like you are always reacting to the situations around you? Stressed about too much work, too many ‘fires to put out,’ communication issues, or lack of support from others? Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement.

Team Collaboration (6 hours)

Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders and how to address common obstacles to success, including communication, poor performing team members, interpersonal challenges, and lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement.

Managing Priorities and Time (6 hours)

What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency.

Communicating with Impact (6 hours)

Your professional success is largely determined by how well you communicate with co-workers, employees, your boss, and the community. Learn how to analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve workflow, and express yourself with confidence, assertiveness, and persuasiveness.

Who should attend?

Individuals with leadership potential, supervisors, managers, and current leaders who would like to increase performance, productivity, and profits.

For additional details, visit us at:

www.everettcc.edu/LeaderInstitute