



Leadership for Manufacturing & Construction Industries

Why Leadership Training?

Data indicates that at least 50% of employees who leave their jobs do so because they said they had a “bad boss.” Many employees become supervisors and leaders through internal promotions based primarily on their technical skills. This leadership development training will:

- Give new and experienced leaders tools to succeed in their role overseeing others.
- Contribute to retaining the employees you have now.
- Provide a professional development path for emerging supervisors and leaders.
- Build confidence in supervisor/employee communication.
- Translate to more time being productive, getting the work done for your business to succeed.

Fee Estimate:

For a 21-24 hour total Leadership Series, the estimated cost is \$900/person (12 participants minimum needed; maximum is 20). COCC is utilizing covid-relief funding for workforce development training to provide a 75% discount, so the one-time fee is \$250/person.

Format/Schedule:

Each topic can be facilitated in 3-3.5 hours. These can be in-person, every other week or interactive Zoom virtual sessions (split each topic into two shorter sessions for virtual delivery). Dates, times and delivery method to be determined based on industry needs and instructor availability. In order to utilize the covid-relief funding, a January start date is required.

The series includes several highly interactive sessions covering the following topics:

- Moving from Peer to Supervisor
- Emotional Intelligence
- Accountability & Delegation
- Coaching & Feedback Techniques
- Working with Difficult People
- Managing Day-to-Day Performance
- Team Building for Greater Productivity

NOTE: See page two for more information.

About the Facilitator:

Mike Cieri has been in the Human Resource Management and Leadership Development fields for over 20 years. More [info about Mike](#).



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Course Topics:

Moving from Peer to Supervisor:

Gain skills to navigate the transition moving from being a peer to supervising your peers and holding them accountable as a supervisor. Includes legal obligations of supervisors, best practices in confidentiality, using your role to “communicate up” in the organization, building your team, goal setting, and providing meaningful recognition.

Emotional Intelligence:

Understand what Emotional Intelligence (EI) is, build self-awareness of the four EI competencies, learn techniques to develop each of the EI competencies, and develop skills to manage your "automatic negative thoughts."

Accountability & Delegation:

Explore the barriers and benefits of delegating, practice the power of the “Clear Agreements/Delegating Model,” develop skills to turn poor results around and how to determine what is best for delegating.

Coaching & Feedback Techniques:

Identify what makes a great coach, practice skills for giving and receiving feedback, develop skills to listen at the right time, and practice a model for correcting poor performance.

Working with Difficult People:

Identify your communication style and strengths/cautions within your team, gain skills to understand and respond to difficult people in a positive and productive manner, and practice techniques to build your confidence in difficult conversations.

Managing Day-to-Day Performance:

Learn an integrated system of planning, coaching, and accountability for maximizing performance, develop skills to ask the right questions, understand the functions of an effective coach, and learn how to inspire employees to reach for greater productivity and growth.

Team Building for Greater Productivity:

Identify stages of team development and roles within a team, as well as factors that contribute to high performing teams. Identify steps to create synergy within teams and develop skills to influence change in the organization.

