

Penn State

Leadership Workshops

*Participate in One or All Three of these Highly Interactive Workshops
Designed for New or Existing Managers*

Managing Change

Monday, April 12, 2010, 1:00 pm-4:00 pm

University Park, PA

Change is an inevitable part of the work environment, so it is important for leaders to know how to effectively manage change particularly in turbulent times. Learn to lead change by:

- Understanding the different types of change
- Creating a climate supportive of change
- Portraying change as an opportunity
- Involving others in planning and executing change
- Building teamwork and cooperation

Developing a Team

Monday, April 26, 2010, 1:00 pm-4:00 pm

University Park, PA

Learn the tools for building high performance work teams. Exercises demonstrate concepts, develop insights, and support the use of tools helpful to setting teams up for success. Learn to:

- Identify the characteristics of effective teams
- Understand the various types of teams and stages of team development
- Apply effective strategies to developing high performance teams
- Deal with barriers to team success
- Manage conflict
- Work in a virtual team environment

Coaching and Providing Feedback

Monday, May 10, 2010, 1:00 pm-4:00 pm

University Park, PA

Develop your coaching skills. Understand the nature of coaching and develop skills to provide constructive performance feedback. Models and exercises involve participants in:

- Building coaching skills and competencies
- Identifying causes of performance problems
- Selecting actions to bring about performance improvement
- Providing effective performance feedback
- Planning a performance improvement discussion with an employee

Course Participation & Registration:

Members of the Central PA Advanced Manufacturing Partnership can attend this training for \$40 per participant (representing approximately 25% of the program cost). The remainder of the program cost is being supported by the Partnership with funding from the Pennsylvania Department of Labor and Industry. Space is limited and **registration fees are non-refundable**. However, arrangements can be made to send a substitute if needed. To register, contact Denise Rill at cdr189@psu.edu or 814-863-1578.

For additional information or to join the Central PA Advanced Manufacturing Partnership, visit www.cpwdc.org/amip.htm or contact: Chris Wilusz, cwilusz@cpwdc.org; (570)522-0600 x 466.