

LEADERSHIP DEVELOPMENT

Series

An educational program for adult professionals of any age, this six-part Leadership Development Series is an opportunity for participants to focus on their own leadership and communication skillsets.

Expect to learn through classroom-style teaching, interaction, and discussion.

DATES & TOPICS

JAN 25TH
LEADERSHIP AND
PEOPLE

FEB 22ND
LEADERSHIP AND
TEAMS

MAR 22ND
PUBLIC POLICY 101

FEB 8TH
WORKFORCE
COMMUNICATION

MAR 8TH
LEADING IN A HYBRID
WORKPLACE

APR 5TH
PUBLIC SPEAKING

ALL MODULES WILL BE HOSTED FROM 9AM - NOON AT
CSC STATION, 112 S. FRENCH ST, WILMINGTON, DE 19801

DEADLINE TO REGISTER: JAN 18TH
SERIES FEE: \$1,000



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TOPIC: **LEADERSHIP AND PEOPLE**

To be a good leader, you need to understand people. It is not always easy but understanding and recognizing leadership and communication styles goes a long way to help! Being able to read an organization's disciplines and disabilities is critical to ensuring you build a strong culture with motivated employees.

This course will include the following:

- Organizational disciplines & disabilities, and how to acknowledge and correct them with an emphasis on prevention and promotion
- Leadership styles, how to interact with different types, and how to understand your own
- Understanding your employees in a wholistic way including hiring, motivating, and empowering them



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TOPIC: **WORKFORCE COMMUNICATION**

For the first time in modern history there are five generations in the workforce! How can you optimize on this amazing culmination? You first have to understand each of the generations in your organization. Each generation has its nuances and preferred way to be motivated, communicated with, and managed. There are tips and tricks to managing each at the group and individual level.

This course will include the following:

- General communications, with a focus on generational differences in the workforce
- Different communication styles, understanding how different people communicate
- Understanding your own communication style and using the right style for each interaction and individual
- Workforce planning and the future of the workplace post pandemic



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TOPIC: **LEADERSHIP AND TEAMS**

Developing effective teams in a diverse workplace starts with understanding people. Ensuring that you have the right “types” of people on your team is as important as the work that is being completed.

This course will include the following:

- Understanding Organizational Culture and Climate
- Human Behavior Models
- Change Management
- Performance Management
 - Counseling/Coaching
 - Appraisals/Corrective Action
- Time Management
- High Performing Teams
- Planning
- Decision Making



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TOPIC: **LEADING IN THE HYBRID WORKPLACE**

The pandemic has changed the definition of the traditional workplace and that change is here to stay. This new hybrid workplace has specific managerial requirements to ensure that employees are being productive while allowing the benefits of remote work or alternative schedules.

This course will include the following:

- Recruitment and Retention
- Managing Performance
- Hierarchy and Management
- Workload Distribution
 - Delegation
 - Equity
- Expectation Setting
 - Schedule Control



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TOPIC: **PUBLIC POLICY 101**

It is more important now than ever to understand how laws, rules, and regulations are made in our Nation and our State. Knowing the process allows for regular citizens to participate in the process and impact the change they want to see. Delaware is the only state in the Country that allows for an "open to the public" lawmaking process.

This course will include the following:

- How a Bill becomes a Law
- The State of Delaware Legislative Process
- The role of the Executive Branch
- The role of the Legislative Branch
- The role of the Judicial Branch
- What is a Lobbyist and What do they do?
- Citizen Involvement and Transparency
- Ethics



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TOPIC: **PUBLIC SPEAKING**

The saying goes that some people would rather face death than to speak publicly! While this fear holds true for many, it is easy to overcome with understanding and practice. You must be able to break down your speaking to ensure you are delivering the intended message to your targeted audience. Anyone can give a TED Talk with enough practice.

This course will include the following:

- The dos and don'ts of public speaking
- Understanding your audience
- Types of speeches and their components:
 - Motivational
 - Informative
 - Demonstrative
 - Persuasive
- How to make small talk without getting in trouble!
- Yes And...Improv
- Public Speaking requirements

