

# 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

**JUNE 27TH**  
**LEADERSHIP AND  
PEOPLE**

**JULY 18TH**  
**LEADERSHIP AND  
TEAMS**

**AUGUST 8TH**  
**PUBLIC POLICY 101**

**JULY 11TH**  
**WORKFORCE  
COMMUNICATION**

**AUGUST 1ST**  
**LEADING IN A  
HYBRID WORKPLACE**

**AUGUST 15TH**  
**PUBLIC SPEAKING**

ALL MODULES WILL BE HOSTED FROM 9AM - NOON AT  
CHESAPEAKE UTILITIES, 500 ENERGY LANE, DOVER, DE 19901

**DEADLINE TO REGISTER: JUNE 23RD**  
**SERIES FEE: \$1,000**

FOR MORE INFORMATION, AND TO REGISTER, VISIT [LEADERSHIPDELAWARE.ORG](http://LEADERSHIPDELAWARE.ORG)



IN PARTNERSHIP WITH



# LEADERSHIP DEVELOPMENT *Series*



## TOPIC: **LEADERSHIP AND PEOPLE**

A good leader understands people. The ability to recognize leadership and communication styles is vital when trying to identify a person's motivation, vision, and goals. The ability to analyze an organization's disciplines, as well as its disabilities, is critical to the establishment of a strong culture with motivated employees.

*This course will include the following:*

- Organizational disciplines and disabilities: how to acknowledge and correct them with an emphasis on prevention and promotion;
- Leadership Styles: how to interact with different types and how to identify and understand your own;
- Understanding your employees in a wholistic way from hiring, to motivation, to empowerment.



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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? First, one must understand each of the generations represented in your organization. There are varying nuances about the preferences of each generation when it comes to motivation, communication, and management. 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
- Communication styles: understanding the different ways 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 begins 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 requires specific managerial techniques and strategies to ensure that employees are productive, while experiencing the benefits of remote work and flexible scheduling.

*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 created in our Nation and our State. Knowing the process allows private citizens to participate in the process and impact the change they want to see. Delaware is the only state in the Country that offers 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

It has been said that some people would rather die than be required to speak in public! While this fear is common, understanding and practice can easily dispel it. Public speakers must learn to break messages down into smaller parts to ensure that the intended message is delivered to the target audience. Anyone can give a TED Talk with enough practice and planning.

*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



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