



Working Leader Series

Essential Leadership Skills for Lead Workers

An adaptive and flexible, four to six-part series offering lead workers and supervisors in construction and production environments the basic leadership skills they need to be effective in their work environment. Each session covers the principles of the topic and looks at the practical application in the learner's work world. Tim facilitates each topic as an interactive, dialog based, half-day learning event.

Potential Topics:

- Workplace Professionalism
 - Defining and clarifying professionalism in the workplace
 - Time management and prioritization

- Critical Thinking & Problem Solving
 - Basic concepts and tools for objective analysis
 - Finding solutions to difficult or complex issues

- Teamwork & Collaboration
 - Understanding group dynamics
 - Building a productive team environment

- Interpersonal Skills
 - Personal preferences and self-awareness
 - Developing empathy for improved interactions

- Effective Communication
 - Understanding the variable of workplace communication
 - Flexing your style for improved effectiveness

- Managing Difficult Conversations
 - Insights to the nature of conflict
 - Skills to diffuse tense situations

For additional information or to schedule:

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