

MAKE 2010 Your Best Year Yet! Enroll your Team Leaders and Managers in Mott Community College Livingston Center's (formerly M-TEC) newly revised ***FAST TRACK LEADERSHIP!***



- *Do your supervisors and team leaders need to learn effective management techniques?*
- *Do you want your managers to handle personnel issues at **THEIR** level rather than having things escalate to the point that HR needs to get involved?*
- *Do you need to give potential supervisors the skills they'll need to be great leaders **BEFORE** you promote them?*

Fast Track Leadership is designed to support everyone from the newest team leader to the veteran manager. This series of workshops focuses on the **CORE SKILLS** needed to be an effective supervisor. Building on strengths, participants find ways to take what they do best to make even greater contributions to your teams!

Our recently revised **FAST TRACK LEADERSHIP** program is now an 8-week course and **GRANT FUNDS** can be used toward tuition.

Week 1- Leadership—What it really means: Roles, responsibilities, and challenges of being a team leader in today's work environment.

Week 2- Essential Skills of Leadership: The fundamental skills needed to effectively lead others—the keys to building strong relationships so you can get the work done through others.

Week 3- Essential skills of Communicating: Get your message across so others really hear and understand you.

Week 4- I'm OK, You're...Different: Understanding why you do what you do and how it impacts others. Learn how to adjust when working with people whose style is different from yours.

Week 5-Improving Work Habits: Handle tardiness, rule breakers, and negative behaviors with confidence and a proven method that encourages compliance while maintaining relationships.

Week 6- Managing Complaints: Help your employees open up about what is really bothering them and find solutions which have everyone's buy-in.

Week 7- Coaching Job Skills: Create a safe environment for team members to learn and practice new skills using a no-fail method of teaching/coaching.

Week 8- Communicating Up: Position your communication so your boss will listen....and ACT on your ideas.

Contact MCC Livingston Center for more information or to enroll! 517-552-2163



FAST TRACK LEADERSHIP is a solid skill builder for your leadership team. A Stand-alone training series or the perfect follow up to MCC Livingston Center's 5-week course, **Leading in Lean Times**, you won't want to miss enrolling your team leaders and managers in FAST TRACK! Classes start late February, 2010.

Classes meet for a half-day, once a week, over 8 weeks. Instruction includes some lecture, individual and group workbook exercises, self-assessment, large and small group discussions, video, behavior modeling, and practice of real-life scenarios.

What Others Say about Fast Track Leadership:

"This class helped me communicate with my team on most issues. Before, I didn't know what to say or how to approach individuals on tough issues, or the outcome wasn't what I intended. I learned how to approach and talk to team members and what questions to ask to get information I want. I'd definitely recommend this class to anyone." --Team Leader, Manufacturing Plant

"This workshop gave me skills that can be used on a daily basis. It also had me think about my actions and how others respond to my actions." --County Juvenile Court employee

"This course has made me more aware of my responsibilities as a supervisor and has provided me with added confidence toward these responsibilities. (It has a common sense approach to supervising people...every week I learned something that has helped me be a better supervisor!" --Team Leader, Automotive Manufacturing Plant

**Take advantage of special 2010 pricing:
All EIGHT modules for only \$995/person
Call MCC Livingston Center to enroll today! 517-552-2163**

YES, I WANT TO ENROLL in MCC Livingston Center's FAST TRACK LEADERSHIP PROGRAM!

Employee NAME _____ Company _____

HR/Manager NAME _____ HR/Manager phone _____

HR/Manager E-Mail _____

Will you be using GRANT FUNDS for this training? Y N

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