

Leadership & Professional Development Academy

Course	Recommended For	Recommended Length
Leadership Essentials I <ul style="list-style-type: none"> • Traits of effective leaders • Leadership Styles • Manager V. Leader • Situational Leadership • Prioritizing workload • Decision making 	New supervisors/managers, supervisors, managers, and team leads	4-16 hours
Discovering your strengths <ul style="list-style-type: none"> • StrengthsFinder, DISC or related Assessment • Emotional Intelligence • Gain awareness of your leadership style • Influence teams & groups more effectively 	New supervisors/managers, supervisors, managers, team leads <i>*recommended employees complete applicable assessment and attend employee training for "Discovering your strengths"</i>	8 hours
Leadership Essentials II <ul style="list-style-type: none"> • The Agile Leader • Leading Innovation • Leading Virtually/technology • Diversity & Leadership • Leading an Employee and Customer Centered Culture • Humanity in the Workplace (impact of feedback on employee performance/satisfaction) 	New supervisors/managers, supervisors, managers, team leads, and future leaders	16 hours
Managing a Team <ul style="list-style-type: none"> • Defining & Developing Teams • Relationship Management • Creating winning teams (results, strengths, working through limitations) • Resolving Team Conflict • Successful teams vs. dysfunctional teams 	New supervisors/managers, supervisors, managers, and leadership team	8-16 hours

<ul style="list-style-type: none"> • Dealing with Difficult People • Effective team tools 		
Emotional Intelligence <ul style="list-style-type: none"> • Conflict Management, Resolution, and Negotiation • Having Difficult Conversations • Managing a Difficult Team Member • Team Conflict • Self-Awareness 	New supervisors/managers, supervisors, managers, team leads, and future leaders	8-16 Hours
Effective Meetings <ul style="list-style-type: none"> • Preparing and Facilitating Effective Meetings • Agenda preparation • Team Participation • Making the Most of a Meeting 	New supervisors/managers, supervisors, managers, team leads, and future leaders	4 Hours
Leadership Communication <ul style="list-style-type: none"> • Effective Coaching and Communication • Crucial Conversations • Communication & Active Listening • Communicating Effective Feedback • Addressing 360 Feedback • Effective Team Communication • Communicating with Difficult People 	New supervisors/managers, supervisors, managers, team leads, and future leaders	8-16 hours
Performance Management <ul style="list-style-type: none"> • Enhance motivation & productivity • Strategies for effective coaching and feedback • Maximizing Employee Engagement –how to motivate others • Performance reviews/evaluations • Career/professional development for your team • Engagement & Retention of High Performing Employees 	New supervisors/managers, supervisors, managers, and leadership team	16 hours
Strategic Planning <ul style="list-style-type: none"> • Preparing for long-Term Success • Needs Assessment, Analysis, and Creating Action Plans • SWOT Analysis • Implementing Strategic Plans 	New supervisors/managers, supervisors, managers, team leads, and future leaders	8-16 Hours

<ul style="list-style-type: none"> • Leading a Team Through Strategic Planning • Relationship with Change Management 		
<p>Change Management</p> <ul style="list-style-type: none"> • Organizational effectiveness • Leading through the Challenge of Change • Identifying, Planning, and Initiating change • Creative Problem Solving • Leading Innovation • Strategic Planning and its impact on change management 	New supervisors/managers, supervisors, managers, and future leaders	8-16 hours
<p>Employment Compliance</p> <ul style="list-style-type: none"> • Labor Law 101 (employee classifications) • HR Compliance (FMLA, ADA, ACA, USERRA, etc.) • Harassment <ul style="list-style-type: none"> ○ Compliance and prevention ○ #me too • Workplace Safety and Violence: <ul style="list-style-type: none"> ○ De-escalation and preventing workplace violence ○ Workplace Safety ○ Active Shooter 	New supervisors/managers, supervisors, managers, team leads, and future leaders	8-24 hours
<p>Financial Decision Making</p> <ul style="list-style-type: none"> • Budgeting • Business Acumen • Business Analytics and Decision making <ul style="list-style-type: none"> ○ Visualization ○ Pivot Tables ○ Predictive Analytics • Profit Margin, Productivity, and Your Bottom Line • Setting Financial Goals • Employee Engagement and Productivity Impacts 	New supervisors/managers, supervisors, managers, team leads, and future leaders	8-24 hours
<p>Lean Methodologies for Leaders</p> <ul style="list-style-type: none"> • Basic Lean concepts • Managing and Implementing Lean processes • Kaizen Event: Preparation, facilitation, and implementation 	New supervisors/managers, supervisors, managers, team leads, and future leaders	4-8 hours

CAPE FEAR COMMUNITY COLLEGE

**Courses can be taken as a series (in order listed) as part of our CFCC Leadership Academy. Courses may also be taken individually as needed for employee professional development. Training and content is 100% customizable to your organization.*