

On-line professional development for Collin College supervisors!

To register, contact Betsy Hamilton (972.985.3709) or Sheri Eadie (972.599.3158)

Essentials of Leadership

This foundation course teaches leaders how to get results through people. It helps leaders build strong working relationships and enhance the efficiency and effectiveness of their interactions. This course simulates a day in the life of a typical leader. Learners assume the role of the leader and interact with their manager, peers, and direct reports as they navigate through the course learning and practicing effective interaction skills

Getting Started as a New Leader

This course gives new leaders the knowledge and skills they need to confront the challenges associated with getting their footing in their new leadership role more quickly. They also learn how to focus time and efforts on tasks that are most important to the organization's success.

Coaching for Success

This course develops leaders who help people achieve goals and avoid problems, a positive experience for leaders and those being coached. Leaders learn a proven coaching process to ensure they identify coaching opportunities, provide needed coaching and support, observe performance, and measure results until desired outcomes are achieved. They learn how coaching for success benefits individuals, strengthens work groups, and supports company objectives and priorities.

Coaching for Improvement

This course helps leaders conduct effective improvement discussions and provide the feedback and ongoing support people need to improve performance. Leaders will be able to foster morale and productivity by addressing performance and work-habit issues in a firm, fair, and consistent manner.

Delegating for Results

Leaders need to understand when and how to delegate effectively, and this course teaches leaders skills for successfully matching people, responsibility and authority. Barriers to delegation are identified and tactics for overcoming them are introduced. Leaders are introduced to methods for staying in touch without getting in the way, monitoring progress. Learning these skills allows leaders to maximize involvement, productivity, motivation, and growth for individuals and groups.

Leading Change

Organizations often change their structure and processes in order to operate more effectively and provide better service to their clients. This course focuses on leaders' crucial role in initiating and executing change in the workplace. Leaders learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes. They also learn how to help others overcome their resistance to change. These skills enhance a leader's ability to minimize the potentially negative effects of change on morale, processes, and productivity.

Managing Performance Problems

This course builds leaders' skills in handling chronic performance or work habit problems or serious misconduct. They learn how to document the problem and explain what the employee must do to address it. Learners become skilled in discussing and imposing formal consequences while adhering to their organizations' policies and procedures.

Resolving Conflict

In this course, leaders learn how to recognize that a conflict is escalating and how to minimize damage by using the most appropriate resolution tactic, regardless of what stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-filled discussions effectively.