



# Leadership Development Program

## 7 Sessions - Cohort 9

Many manufacturing employees are promoted from operators to lead and supervisor positions but are not given / taught the soft skills to succeed. Sometimes the result is not only the loss of a good operator by moving them into the leadership role, but if that employee struggles in their new role it can cause dissatisfaction for that employee and the employees who they are responsible for leading. Ultimately that can lead to employee turnover.

This program will consist of 7 essential classes for new leaders. The course will be delivered in 4 hour increments, **every two weeks**, **September - December 2024**. The topics are listed below with a course description and class dates on the following page.

- Session 1: New Supervisor Essentials (September)
- Session 2: Effective Communication (September)
- Session 3: Conflict Resolution (October)
- Session 4: Coaching for Success (October)
- Session 5: Time Management (November)
- Session 6: Team Dynamics (November)
- Session 7: Change Management (December)

#### Who Should Attend:

Recently promoted employees who are leading others (new line or cell leads, supervisors, engineers) or anyone aspiring to move into a leadership role in the future.

**EVENT TIME**  
8:00 am - 12:00 pm

**\$950.00**  
per person  
(for all 7 sessions)

**WHERE**  
Arizona Commerce  
Authority  
100 N 7<sup>TH</sup> Avenue  
Phoenix, AZ  
85007  
  
First Floor  
Conference Center

Register at <http://bit.ly/AZMEPLeadershipDevelopmentProgramC92024>

**ARIZONA**  
MANUFACTURING  
EXTENSION PARTNERSHIP

PART OF THE  **MEP  
National  
Network**

# Leadership Development Program

## Honing Your Skills As A New Supervisor

**Below is each course description including the date of the classes. All classes will be held at the Arizona Commerce Authority First Floor Conference Center.**

### **New Supervisor Essentials (4 hours) - September 9th**

In this workshop, participants will learn how to set clear expectations and boundaries. Participants will also identify the traits that differentiate managers from leaders. Finally, participants will learn the importance of modeling leadership.

### **Effective Communication (4 hours) September 23rd**

In this workshop, participants will discuss and practice methods in Effective Communication to increase their competence and confidence when working on teams. Coaching will be discussed along with practice scenarios to develop effective communication skills.

### **Conflict Resolution (4 hours) - October 7th**

This workshop is designed to provide the tools and techniques needed by participants to effectively resolve conflicts in the workplace. The resolution tools and techniques will focus on improving communication, reflection, and behaviors associated with workplace conflict. Additionally, this training will teach participants how to manage emotions during conflict, while working collaboratively toward a "win-win" resolution.

### **Coaching for Success (4 hours) - October 21st**

Participants will discuss and practice methods of coaching for success to increase their competence and confidence as a leader. Specific components of employee coaching will be discussed so the leaders can review and practice scenarios regarding their specific teams.

### **Time Management (4 hours) - November 4th**

This workshop is designed to prepare participants to understand and utilize time management tools. Participants will understand the necessity of sticking to priorities and learn how to utilize daily and weekly planning guides/calendars for long-term success. Strategies to manage interruptions and delegate appropriately will be presented.

### **Team Dynamics (4 hours) - November 18th**

In this workshop, participants will focus on team building by developing effective listening skills, problem-solving, and creative thinking in a positive team environment. Participants will engage in small group, activity-based learning that promotes interaction and communication to achieve specific team goals.

### **Change Management (4 hours) - December 2nd**

This workshop is designed to guide participants to understand the change process, typical responses to change, and best practices during change implementations.