



Training made possible through the South Bend Pathways On Demand Workforce Development Program

# LEADERSHIP SKILLS FOR SUCCESS FOR FRONTLINE LEADERS

Series Dates\*: July 29, Aug. 19, Sept. 9, Sept. 30, Oct. 21, Nov. 11, Dec. 2, Dec. 16, and Jan. 13

*\*Subject to change*

## ***Turn successful employees into homegrown leaders!***

To ensure supervisors' success, these employees will need new tools and skills to succeed as a leader within your organization. In this six-month, intensive course led by Purdue MEP experts, participants will learn and practice key skills every supervisor needs.

Each session introduces new topics with an emphasis on how to apply these skills in the workplace. The course facilitator will also provide a forum for participant discussion of impacts and results.

Each participant will select a project to complete in the workplace with assistance from course instructors; depending upon the project, the course may pay for itself.

**The ultimate goal of this course is to provide new frontline leaders and team leads with the essential tools and knowledge to succeed in a leadership role.**

### **Leadership Offerings Include:**

- Effective Communication and Listening
- Writing Effective Emails
- Basic PowerPoint Skills
- Becoming a Leader
- Project Management
- Problem Solving using PDCA, A3, and Root Cause Analysis
- Managing Stress
- Building Self-Confidence and Trust
- Team Building in Manufacturing
- Leading and Coaching for Superior Performance
- Leadership Through Change
- Productive Conflict Resolution

### PROGRAM DETAILS

- Meets one day every three weeks for six months (nine total sessions)
- Eight days of classroom instruction + one classroom day for project presentations
- Each participant is required to complete a project

### DAILY FORMAT

- Discussion of how you applied what was learned in the last session
- Presentation of new material
- Planning for implementation of new skills

### APPROPRIATE FOR:

New supervisors or team leads and existing supervisors who want to improve their leadership skills.

Developed in conjunction with Purdue MEP's Manufacturing Board of Advisors.



Manufacturing Extension Partnership

[mep.purdue.edu](http://mep.purdue.edu)