



Leadership Institute Suite for Supervisors

Whether it be an employee stepping into the role of supervisor for the first time or a seasoned manager who is working with a new team, gaining and or sharpening the skill sets that make a good leader is a must for producing healthy collaborations and outcomes. We will be starting a **Spring 2017 Leadership Institute in April**. These trainings will be held at the **Bedford Center for Business – Central Virginia Community College** at 1633 Venture Blvd in Bedford, Virginia.

This suite of workshops will be held **on Tuesdays for 3 hours each morning** and will cover one topic on each of the following dates:

◆ Work Style Differences	Tuesday, April 11	9 am – 12 pm
◆ Excelling as a Leader	Tuesday, April 25	9 am – 12 pm
◆ Dealing with Conflict	Tuesday, May 2	9 am – 12 pm
◆ Performance Feedback	Tuesday, May 16	9 am – 12 pm
◆ Boundaries in the Workplace	Tuesday, May 30	9 am – 12 pm
◆ Stress & Time Management	Tuesday, June 13	9 am – 12 pm

***** Please note that enrollment is for the entire series of trainings *****

COST: \$350 per person for 18 total hours of training (depending on enrollment - see below)

REGISTRATION: contact us at 434-845-1246 or 800-645-1246 or email
jennifer.quinones@allpointseap.org to enroll as seating is limited

PRESENTER: Pamela K. Smith, LPC, CEAP - Trainer & Employee Assistance Professional

Leadership Institutes, offered by our training division, People Works, are open to all organizations *regardless* of membership with All Points EAP. These institutes are a cost effective way for businesses to develop their supervisors and managers into high performing leaders by sharing the expense of training with other companies. With the cost of training shared across all participating companies, the cost decreases as the number of participants increases. Generally we have been able to offer this suite of trainings at around \$350 per participant, which covers all 18 hours of training. Call us for more information and to register.

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