

# LEADERSHIP WORKSHOPS



*Our leadership series is designed to meet the needs of experienced supervisors seeking to hone existing skills as well as to give new managers strategies and techniques to successfully transition from staff to leadership roles.*

## LEADERSHIP OPTIONS

### ▶ Leadership Series

Maximize your leadership potential with all nine leadership workshops.

### ▶ Selected Workshops

Select only the workshops most relevant to your needs.

Each workshop is individually priced for participants choosing this option.

### ▶ Our Commitment To Community

Although inflation has increased prices everywhere, we have not increased the cost of our courses. It's our way of committing to the life long learning of our community in these unprecedented times.

## Instructors

**Dr. Martha Dubuque** has over 40 years' experience as an educator. Her extensive background in educational leadership includes over a decade of work as a principal in local schools, for which she was recognized as a National Distinguished Principal in 2010. Dr. Dubuque has been a highly-respected Consultant and Professional Developer in our area since 2000.

## Registration

To register for workshops in this series, please contact Sandra Mings Lamar, Director of Adult Education at 802-748-7738 or at [smingslamar@stjacademy.org](mailto:smingslamar@stjacademy.org) or [register online](#).

Workshops in this series will be held at the Mayo Center Lounge on the [SJA campus](#).

**Adult Education**  
ST. JOHNSBURY ACADEMY

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# LEADERSHIP WORKSHOP SERIES

## **Moving from Colleague to Supervisor**

8:15 a.m. - noon, Tuesday, September 7; \$75

*For employees new to a management role or seeking to move into a supervisory position.*

Understand the skills necessary to be an effective supervisor, including the shift from being a colleague/peer to being a supervisor, misconceptions and realities about being a manager and important leadership practices.

## **Transforming Your Team**

8:15 a.m. - noon, Wednesday, September 8; \$75

Examine phases of group development. Gain strategies for increasing collaboration. Learn ways to improve communication among team members. Examine tools to evaluate team effectiveness

## **Managing Conflict Part I: Road to Breakdown**

8:15 a.m. - noon Wednesday, October 6; \$75

Gain a new perspective on conflict. Study the stages of breakdown. Understand how hidden causes contribute to conflict. Gain communication skills for managing conflict. Learn strategies for responding to people who are engaged in difficult behaviors.

## **Managing Conflict Part II: Getting Back on Track**

8:15 a.m. - noon, Tuesday, October 26; \$75

Examine steps for effective communication. Gain strategies for coping with anger in conflict situations. Study a process for creative problem solving. Gain some scripts for coaching people who may be stuck or unwilling to let go.

## **A Positive Approach to Accountability**

8:15 a.m. - noon, Wednesday, October 27; \$75

Study how creating a climate of respect, combined with determining and reinforcing expectations, can build an accountability system. Learn how motivation, support, monitoring, and follow through work together to create accountability.

## **Effective Employee Evaluations – Turning Annual Reviews into a Year-long Process For Growth**

8:15 a.m. - noon, Tuesday, November 23; \$75

Supervisors often feel that an annual performance review does not truly promote employee ownership and growth. Learn how to turn evaluation into a cycle for continuous improvement in your organization.

## **Effective Employee Evaluations – Giving Difficult Feedback**

8:15 a.m. - noon, Tues, Nov 30; \$75

Supervisors often wonder about what to say to employees who excel as well as how to evaluate underperforming employees. Learn how to give feedback to promote employees' continuous growth and gain tips for tough conversations.

## **Building Trust in the Workplace**

8:15 a.m. - noon, Wednesday, December 1; \$75

Study how the basic needs that people have impact leadership. Identify management practices that promote a positive climate. Gain strategies for building trust. Learn tips for active listening.

## **Promoting Motivation Through Engagement**

8:15 a.m. - noon; Tues, Dec 21; \$75

Explore how human needs affect motivation. Gain a variety of strategies for improving engagement. Study ways that employers can support employees.



**REGISTER ONLINE AT:**  
[www.stjacademy.org/adult-education](http://www.stjacademy.org/adult-education)