

Manager's TOOL BELT



DID YOU KNOW?

22%

OF STAFF TURNOVER
OCCURS IN THE
FIRST 45 DAYS OF
EMPLOYMENT

THE WYNHURST GROUP

46%

OF ROOKIE
MANAGERS WASH
OUT IN THEIR FIRST
18 MONTHS

LEADERSHIP IQ

Pioneer Technology
Center business
and industry staff has
created a unique

8

**SESSION TRAINING
OPPORTUNITY FOR
YOUR BUSINESS**

We understand that
budgets are tight and
time is limited.
Thus, the Manager's
"Tool Belt" package
was created with you
and your leadership
in mind.

\$499

INCLUDES TUITION, ALL
TRAINING MATERIALS
AND LUNCHES

SEPTEMBER 6 | 11:30 am - 1:30 pm

Know Thyself: Using Real Colors® as a Management Tool

This session is about self-discovery. It is critical that as you experience the journey as a manager that you understand your strengths and lesser strengths. This class serves as the cornerstone for the "Tool Belt" series.

SEPTEMBER 13 | 11:30 am - 1:30 pm

Transitioning into Management

Now that you have been promoted to "Manager" what lies around the corner? This course centers on the major challenges of managing in the new competitive landscape; explains how the functions of management are evolving in today's business environment; and defines the skills you will need to be effective.

SEPTEMBER 20 | 11:30 am - 1:30 pm

Creating a Workplace of Accountability

Workplace Accountability is one of the hottest managerial subjects at present. This course will introduce a model to tackle accountability and also conclude with over 20 tools that a new manager can choose from to implement upon leaving the training event.

SEPTEMBER 27 | 11:30 am - 1:30 pm

Using Motivation in Developing Teams

The concept of teamwork and motivation is by no means a new one. It is essential for managers to have a practical understanding of how teams are organized, how they are developed, how they work, and how to transfer motivation from a mindset into regular daily actions focused on results.

OCTOBER 4 | 11:30 am - 1:30 pm

Coaching for Continuous Improvement

Would it not be great to have each of your employees perform daily in their "sweet spot"? This course covers the basics on taking your employees to the next level with step-by-step guidelines in coaching and follow-up. Don't be satisfied with just getting the job done... "Get it done RIGHT the first TIME!"

OCTOBER 11 | 11:30 am - 1:30 pm

Attaining Results with Time Management

Time Management plays a very important role not only in business but also in our personal lives. Each participant will further explore time management components like effective planning, setting goals and deadlines, delegating, prioritizing activities, and ultimately spending the right time on the right activity.

OCTOBER 25 | 11:30 am - 1:30 pm

Developing Communication Skills for Today's Manager

We all began our education journey by learning to read and speak...how many of us have had "listening" training? This class covers the gambit, from common communication pitfalls to the techniques and tools that will increase our effectiveness as managers.

NOVEMBER 1 | 11:30 am - 1:30 pm

Managing Performance and Giving Feedback

Performance Management emphasizes that you must learn to "inspect what you expect" effectively to have your team achieve goals and to meet expectations. This course will include the complete lifecycle from setting goals, coaching and mentoring, to completing the annual performance appraisal discussion. Takeaways for this session include templates that can be tailored to fit any size business.



For more information or to book your class

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