

## 2022 Women in Leadership and Management Academy

The WILMA Academy provides managers, leaders and emerging leaders with the opportunity to learn and practice interpersonal skills they will use every day. The course teaches leaders the interaction essentials they need to handle the variety of challenges and opportunities encountered every day in the workplace and beyond.

Women in Leadership & Management Academy program runs January through June 2021. One day per month and this course is limited to 24 adult students seeking to expand their management and leadership skillset.

### Training Schedule

(class times 8:00a.m. to 3:30pm / may change or vary depending on instructor)

#### **January 20 Communication for Leaders (4.5 hours)**

Business communication involves not just team members, but colleagues, vendors, and other stakeholders. In this course you will learn how to leverage the key business communication elements to effectively with everyone you work with. You will also learn how to provide relevant and specific feedback.

#### **February 17 Authentic Strengths-based Leadership (6 hours)**

Authentic and strengths-based leadership is foundational for ensuring peak team performance and employee engagement. In this course you will learn how your behaviors influences your interactions with your team and how to adapt your leadership actions to meet the needs of each team member. In addition, you learn how to leverage your strengths to create a dynamic and responsive work environment for your team.

#### **March 17 Coaching & Performance Management (4.5 hours + 1hour coaching)**

Have an employee who isn't performing at the level they should be? Struggling to decide if you should provide coaching or performance management? In this course you will understand what good coaching looks like and how to differentiate between coaching and performance management. You will also learn how to use performance management strategies to increase team performance and enhance your bottom line.



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## Training Schedule continued:

(class times 8:00a.m. to 3:30pm / may change or vary depending on instructor)

### **April 21 Delegation & Development (4.5 hours + 1hour coaching)**

Why is delegation so hard? Are you delegating or dumping? Successful delegation requires a clear understanding of your team members' skills as well as what they need to develop. In this course you will discover the specific strategies and tactics for increasing your team's capacity and freeing up your time to focus on leadership responsibilities.

### **May 19 Conflict Management (4.5 hours + 1hour coaching)**

It is common for issues and challenges to occur when leading teams. These conflicts can either lead to learning opportunities or spiral out of control and impact performance. In this session you will explore the foundational causes for conflict and how to support team members in resolving and managing these difficult interactions.

### **June 16 Creating Shared Goals (4.5 hours + 1hour coaching)**

Managing performance is not just about how you develop your team members. When leaders create a cycle of ongoing goal setting, coaching, and feedback they ensure their team members will meet their professional goals. In this course you will learn how to increase team engagement and commitment to professional growth and shared goals.

**Program Cost:** \$675 per person (paid in advance)

Cost covers course materials and instructor.

**To Register:** [www.yourchamber.com](http://www.yourchamber.com) or call (503) 654-7777

Training will take place via ZOOM. In the event that classes can be held face-to-face, Clackamas Community College will provide space.

