



Danville
Area
Community
College

LIFT

Leaders Inspired for Tomorrow

**COMMUNICATING
FOR SUPERIOR
TEAMWORK:**

**MANAGING YOUR
COMMUNICATION
STYLE**

**THE PRINCIPLES
OF AUTHENTIC
LEADERSHIP**

**COMMUNICATION
EXCELLENCE:**

**MANAGING
PERFORMANCE
WITH DiSC**

**PROVIDING
FEEDBACK -THAT
WORKS!**

**COACHING:
DEVELOPING
OTHERS**

**GIVING
RECOGNITION
THAT GETS
RESULTS!**

**TIME MASTERY
SKILLS**

**DELEGATING
FOR SUCCESS**

\$1,750/PERSON

CLASSES HELD

8 AM-12 PM

**TO REGISTER, PLEASE
EMAIL:**

K.JURCZAK@DACC.EDU

CONDUCTED BY STEVE WELLAND



LIFT

Class Descriptions

COMMUNICATING FOR SUPERIOR TEAMWORK

This program explores the essence of teamwork—effective communication. It employs the DiSC® Classic assessment to provide participants with a better understanding of communication styles while offering them expanded opportunities for team building.

THE PRINCIPLES OF AUTHENTIC LEADERSHIP

Leaders learn to demonstrate the five core qualities of leadership that will enable them to handle today's business issues head-on and a set of principles that will allow them to communicate effectively, provide open and honest feedback, and inspire passion and confidence in the people they are leading.

COMMUNICATION EXCELLENCE

Leaders learn to explore and accurately measure the interrelatedness of the different DiSC styles. Using the Everything DiSC Workplace profile, we explore the difference between our primary communication style and our leadership style and learn to adjust our approach when communicating with each style

PROVIDING FEEDBACK - THAT WORKS!

In this session, leaders will learn to open the door to a productive conversation formed around a mutual understanding of the issue, problem-solving, and the collaborative development of a plan of action.

COACHING FOR SUCCESS

Leaders will learn to help the employee gain the self confidence to take on new challenges, problem solve and make effective decisions, and be able to take future action, with little or no input from the leader.

GIVING RECOGNITION THAT GETS RESULTS!

Learn about the impact of recognition, the barriers to successful delivery, and the steps necessary for giving recognition that gets results! Participants will learn how to best tailor and deliver recognition based on the style and needs of the employee.

TIME MASTERY SKILLS

We all face a daily dilemma: too much to do and not enough time to do it. Time management focuses on how we resolve that dilemma. Learn to address this challenge by setting properly aligned goals, establishing priorities, planning your time, and properly handling interruptions and procrastination.

DELEGATING FOR SUCCESS

Delegation is a critical connection in the process between employees, their leaders, and results. Delegation taps into the full capabilities of others. Learn to delegate in a way that builds the employees' self-confidence, increases respect, and gets better results.