



Leadership Academy



Manufacturing & Industry Excellence

- Directors
- Managers
- Supervisors
- Lead Positions
- Future Leaders

*Leadership development training is one of the greatest long-term positive investments that any business or manufacturer can make. All businesses/manufacturers must have strong leaders that possess effective leadership skills to manage and motivate employees to perform at their peak. To assist in building these skills at all levels of the organization including directors, managers, front line supervisors, lead positions, and/or potential future leaders, Wiregrass Georgia Technical College (WGTC) offers a **Leadership Academy** for Manufacturing & Industry Excellence. The topics below have been identified as some of the most critical skills needed to drive excellence in the workplace. Also, WGTC can custom design training specifically for your company.*

MODULE 1: Supervisor Communication Skills - Course Length: 8 hours

Good communication can help avoid mistakes, conflict, and misunderstanding in the workplace. Upon completion of this course, participants will have an increased understanding of the characteristics of assertive behavior. Participants will learn how to 1) ask directly for what they need without being aggressive, 2) confront problem behaviors successfully, 3) create equitable compromises with employees and peers, 4) hold others accountable, 5) manage conflicts to achieve productive outcomes, and 6) deal with difficult people effectively.

MODULE 2: Managing Teams - Course Length: 8 hours

Leading a team is a big responsibility. The effectiveness of the team depends in large part on the quality of the leadership they receive. This course gives you the tools to help ensure that your team runs efficiently while maintaining a high level of motivation and satisfaction among individual team members. Topics covered include developing and using a project plan, establishing accountability among team members, conducting meetings efficiently, helping the team make good decisions, handling conflict productively, and rewarding team accomplishments appropriately. Several leadership exercises will be used to explore the importance of making connections with the people on your team.



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MODULE 3: Dynamic Decision Making - Course Length: 4 hours

Using a case study approach, this course offers straightforward, easy-to-follow processes designed to improve the way you make business decisions or any decision that can help you reach your goals. Our decisions and choices shape our professional and personal lives. Sadly, decision making is seldom taught as a skill in its own right. This course will present a clear process and user-friendly techniques for making smart choices and decisions.

MODULE 4: Time Management - Course Length: 4 hours

A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personality. Personality preferences have an impact on how individuals successfully manage their time. Different approaches to time management can be equally effective, but must be put into practice. In this program, you will learn how to increase your personal effectiveness by using time management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination, and acquire a variety of methods for living a balanced life.

MODULE 5: Resolving Conflict - Course Length: 4 hours

Conflict is an inevitable part of work. Whether between individuals or teams, at some point, conflict will arise and need to be addressed. But resolving conflict doesn't need to be a negative experience, in fact, managing conflict can be a catalyst for positive change. This program explores how certain leadership styles can be more effective in resolving conflict, how business relationships can be managed to avoid unnecessary conflict, how to employ effective resolution steps when conflict occurs, and how to deal with difficult people.

MODULE 6: Leading Through Change - Course Length: 4 hours

Change management is the art and science of guiding an organization and its people through the predictable transitions from current reality to a preferred future state. Change manifests in various forms with diverse results and emotions, but there are two things that you can count on: 1) change won't go away and 2) you and the people around you need to learn to embrace change. In this program, you will understand the different reactions to change so that you will be better prepared to help employees get through it. You will learn the importance of communication, early involvement, and alignment of systems within your organization to better support employees to successfully manage change.

MODULE 7: Motivating Employees to be Their Best - Course Length: 8 hours

Motivation is not something one does to others—people motivate themselves. This course is not about traditional, extrinsic motivational techniques such as rewards, incentives, salary, etc. As a manager, if one can create the appropriate climate that fosters positive feelings and eliminates obstacles, then employees will be intrinsically motivated. In this course, participants will learn how to provide the skills and techniques needed to help groups develop a sense of community, to acquire influence over their work-related actions, and to enjoy the openness of shared information and feelings. They will learn how to 1) identify major factors that affect motivation, 2) apply dialog and listening skills that model community, influence, and openness, 3) take specific actions to foster trust within a group, 4) model the concept of accountability, and 5) create a group culture of ownership and accountability.

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Other Leadership & Supervisory training topics are available other than those listed in this brochure. We can customize training to meet the specific needs of your company!

We also offer a full training curriculum for:

- **Industrial Training**
- **Mechanical Training**
- **Health & Safety Training**

Check out our “Business and Industry Services” webpage under our college website at www.wiregrass.edu to view more

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