Revised 29August2012

RHODES STATE COLLEGE

• This 2012-2013 Leadership Training Series is Sponsored by Husky Energy •

We've added new sessions!

Please consider enrolling in our new listed dates. Seating in all of the dates listed in green are limited to one or two more participants. Call or email with any questions!

Building Team Trust

#L2128A: Thurs., September 20, 2012 — 8am to 12pm
NEW! #L2128B: Thurs., Sept. 27, 2012 — 8am to 12pm

We will look at the need to create a proper level of trust within and across teams, investigate how to avoid losing the trust of others and discover a variety of methods to build and sustain trust in one-on-one relationships.

Asserting Your Ideas

NEW! #L2129B: Thurs., October 25, 2012 — 8am to 12pm

This session is designed to provide participants with techniques to apply appropriate assertive behaviors in order to get the job done, obtain what they need in order to be successful and positively influence others in support of critical business outcomes.

Accountability: Principles, Holding People Accountable, Daily Supervising

NEW! #L2130B:Thurs., Nov. 29, 2012 — 8am to 12pm

Team accountability reflects the willingness of each team member to remind the other of their shared commitment and requires the leader to confront unproductive behaviors before they can negatively impact key business results.

Personnel Development: Coaching for Optimal Performance/Performance Reviews

#L2131A: Thurs., January 17, 2013 — 8am to 12pm
NEW! #L2131B: Thurs., January 24, 2013 — 8am to 12pm

In this workshop, we will examine the basics of providing coaching and feedback in a supportive work culture.

Difficult Conversations: Conducting/Handling Them

NEW! #L2132B: Thurs., February 28, 2013 — 8am to 12pm

We will examine different types of difficult personalities, annoying behaviors and a variety of situations that are inevitably confrontational in nature (such as performance reviews and disciplinary actions).

Supervising a Diverse Team

#L2133A: Thurs., March 21, 2013 — 8am to 12pm
NEW! #L2133B: Thurs., March 28, 2013 — 8am to 12pm

In this workshop we will explore different types of diversity and how these may create "cultural collisions" that interfere with work performance, team commitment and interpersonal relationships (work as well as personal).

Delegation: The Art and Science of Delegating and Influencing Others

NEW! #L2134B: Thurs., April 25, 2013 — 8am to 12pm

In this module we examine the process of delegation, both determining the suitability and readiness of the person being delegated to (the art) and looking at the critical steps needed to be effective (the science).

Balancing Priorities: First Things First

NEW! #L2135B: Thurs., May 9, 2013 — 8am to 12pm

In this session we will review the principles of planning and goal-setting to help you gauge short-term and long-term importance.

Preregistration is required for all sessions!

Please see the next page for per-person, per-workshop fees and registration information.

All workshops will be held at Rhodes State in Lima.

Ohio | University System of Ohio Talent Development Network

West Central Ohio WCOMC Manufacturing Consortium

LEADERSHIP TRAINING

All workshops subject to cancellation if minimum enrollment not met!

Name: _____

(office use) ID#: _____

Company: _____

O Home O Company _____

Address or Box #: _____

_____

City, State and Zip Code:

_____

County of Residence: _____

Work Phone #: _____

Home or Cell Phone #: _____

Email Address:

_____

Check workshop(s) to attend:

O #L2128A— Building Team Trust, Sept. 20, 2012
O #L2128B — Building Team Trust, Sept. 27, 2012
O #L2129B — Asserting Your Ideas, Oct. 25, 2012
O #L2130B — Accountability, Nov. 29, 2012
O #L2131A— Personnel Development, Jan. 17, 2013
O #L2131B — Personnel Development, Jan. 24, 2013
O #L2132B — Difficult Conversations, Feb. 28, 2013
O #L2133A— Supervising a Diverse Team, March 21, 2013
O #L2133B — Supervising a Diverse Team, March 28, 2013
O #L2134B — Delegation, April 25, 2013
O #L2135B — Balancing Priorities, May 9, 2013

Payment Options

Total payment due: _____

O Check Enclosed **(payable to Rhodes State College)**

O Purchase Order #: _____

(Or attach PO to registration form)

Please read our invoicing policy

O Credit Card:

VISA MasterCard Discover Card

Name as it appears on card:

_____

Card Number:

_____

Expiration Date: _____

3-digit security code: _____

Credit cards are not processed until just before listed class date!

RHODES STATE COLLEGE

Ohio | University System of Ohio Talent Development Network

2012-2013 REGISTRATION FEES AND INFORMATION

(All prices listed include training materials and refreshments)
(All prices listed are per person, per workshop)
Please see our Refund, Invoicing & Cancellation Policies below

Any 4-hour Leadership workshop

$120.00 non-WCOMC members
$110.00 WCOMC members
$104.00* Multiple-registrant Discount
$100.00** Early Bird Discount

*Multiple-registrant discounts apply only when 3 or more participants are registered at the same time, for the same workshop and from the same company.
**Early Bird registrations must be received no later than 2 weeks (14 calendar days) before the workshop start date.

Full payment of fees is appreciated before workshop start date.

4 EASY WAYS TO REGISTER

(1) MAIL IN REGISTRATION FORM

Solutions, etc…
Rhodes State College
4240 Campus Drive, Lima OH 45804
Checks payable to Rhodes State College

(2) FAX IN REGISTRATION FORM

(419) 995-8096
Please specify payment method

(3) PHONE IN YOUR REGISTRATION

(419) 995-8406
8:30am to 4:00pm, weekdays

(4) EMAIL YOUR REGISTRATION

Complete the registration form, scan it and email to:
Sybert.A@RhodesState.edu

Refund, Invoicing & Cancellation Policies

- You can withdraw from a workshop up to 3 days before its start date. A $15 fee applies to any such cancellation.
- You will be charged 50% of the fee paid for cancellation within 3 days of respective start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A $5 service charge will be added in any instance Solutions, etc… invoices for payment of fees.
- A $25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.