



Barbara Martin
Community & Corporate Services
Madison Area Technical College
330 W. Collins Street
Portage, WI 53901
BJMartin3@madisoncollege.org
608.745.3131

Leadership Development, Level I - NOW scheduling for August-December sessions – Call today!

Essential Skills of Leadership - Essential Skills of Leadership teaches supervisors, team leaders and managers the following skill points crucial to effectively managing a team:

Maintain and enhance team member self-esteem: Managers and team leaders will develop the critical skills necessary to effectively delegate, evaluate performance, correct work habits, deal with complaints and resolve conflicts while supporting each team member's sense of self-respect and dignity.

Focus on behavior: Leaders will learn how to solve problems more effectively and with less stress by dealing with what team members *do* rather than with their attitudes or personal character.

Encourage team member participation: Leaders will learn to involve team members in decision-making, problem-solving, goal-setting and other activities to motivate, empower and inspire them.

Peer Today, Boss Tomorrow - Making the Leap from Peer to Boss is never Easy:

Four proven strategies that will help new supervisors navigate changing relationships and prepare for the most difficult situations they're likely to encounter as they assume their new role.

Everybody Wins: Turn Conflict into Collaboration - Conflict is inevitable because of diverse workforce, constant change, stress from doing more with less, confusion over responsibilities and miscommunication.

This workshop will introduce ways to recognize three of the most common conflict situations in the workplace and approaches that will help employees arrive at the most appropriate action to take.

Coaching Job Skills - The secret to a flourishing team is coaching both the team and individual team members.

A manager's coaching skills have a direct effect on team performance and business results. Managers who care enough to help and train their team members elicit cooperation, encourage team member confidence, create more successful business units and improve the organization's success. This program teaches team leaders and managers how to successfully coach team members in their jobs, as well as how to widen the breadth of team members' skill sets.

ACE IT! Solve Tough Workplace Problems – Although we can't ignore these problems, we can learn how to solve problems that arise during the workday.

ACE IT! is a program that will help employees learn how to address and resolve stressful workplace problems by following the three easy steps of A.C.E. Model.

Motivating Team Members – Motivating team members is at the same time complex and simple, and it is unique for each team member.

Motivated employees look forward to coming to work every day. They are more productive than unmotivated employees, and they require less micromanagement. They contribute to the organization and its success, improving the organization's competitive edge. The key is to find creative, proven ways to keep employees motivated.