

# Essential Leadership Skills Workshop (12-12)

November 10-11 • St. Louis, MO • Member: \$735 • Non-member: \$835

Taught through an interactive workshop approach, by a former foundry HR manager, attendees will learn valuable skills to help make them more effective leaders. Topics for discussion include the skills, knowledge and behaviors needed for successful leadership, effective communication, employee motivation, workplace conflict, and progressive discipline and counseling. Role playing exercises provide opportunity to apply the principles presented.

## After attending this workshop you will be able to:

- Describe your role as a leader.
- Identify problems associated with poor communication and demonstrate effective communication.
- Identify ways to improve your verbal, non-verbal and listening skills.
- Explain the principles of adult motivation, and describe their role in the workplace.
- Create an engaged workforce through motivation.
- Identify sources of conflict.
- Apply conflict resolution techniques in your job.
- Identify the causes and types of disciplinary issues, and what actions to take before, during and after they arise.

## Tip

To improve your verbal skills, follow a few simple steps: know your people, watch your word choice, take responsibility for your messages, watch your “tone” and your “voice”, and always be aware of your nonverbal communication.



## Who Should Attend

Corporate management, supervisory personnel, and anyone in a leadership role in the foundry.

## Workshop Facilitator:

**Jack Matens**

Russ Blakely and Associates

Co-Sponsored  
by the AFS  
St. Louis Chapter

## Housing/Course Location:

This chapter co-sponsored course will be held in St. Louis, MO. Specific details regarding course location and hotel room blocks will be provided upon registration.