

VERMONT TECH

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

The Hard Soft Skills – Designed for new leaders or leaders who have not had updated or formal leadership training, this class focuses on the difficult soft skills needed to be successful when leading others. This series of classes emphasizes core competencies of positive interpersonal growth and social skills while learning to motivate and manage other people more effectively. It includes professional reading, individual assessments, and 16 hours of classroom instruction – 4 sessions, four hours each. **TO REGISTER:** <https://events.vtc.edu/Register/HardSoftSkills>

Core Leadership Series	Critical Learning Outcomes
Communicating as a Catalyst Leader and Growing Personal Professional Skills	Participants can: <ul style="list-style-type: none">• Articulate how the company mission and values drive the focus of their work in leading others• Identify what effective communication is/isn't• Identify personal and common communication and behavioral preferences• Modify personal communication skills to effectively lead others
Managing Conflicts Successfully and Dealing with Negativity	Participants can: <ul style="list-style-type: none">• Identify their innate conflict style• Articulate when their style works well and doesn't work well at work• Utilize conflict management strategies to reach positive resolutions – even with difficult people
Providing Effective Feedback to Others – Even When It's Hard	Participants can: <ul style="list-style-type: none">• Identify what gets in their way of giving regular, specific, ongoing feedback.• Articulate the key components of effective feedback• Practice and demonstrate giving both positive and developmental feedback
Coaching Others and Growing Your Employees	Participants can: <ul style="list-style-type: none">• Articulate the purpose of coaching and developing people into independent problem-solvers for their company• Explain the Coaching Continuum and how to use it to effectively coach others• Use positive coaching techniques that motivate employees to grow their skills and contributions to the company

Service	Pricing	Notes
The Hard Soft Skills 16 hours Includes materials, assessments, and leadership book(s).	\$625 per person	Maximum of 16 participants. Four sessions, four hours each session. Dates: April 16, April 30, May 14 , May 28 Times: 12:30- 4:30 PM Location: VT Tech/Williston