

Leadership Skills Development II

40 Hrs

Strategic Leadership

Online, Instructor-Led, “Virtual Classroom” Via Zoom

Overview: This course will provide participants with a solid foundation of planning, organizing, implementing strategic department programs and project initiatives. This course will offer participants with a practical framework for understanding and applying best priority and time management strategies to increase productivity effectiveness. Participants will obtain strategies for organizing resources and managing multiple projects and programs deadlines. Participants will also learn proven techniques to compose professional written communications (e.g., policies, procedures, business proposals). This course will also provide participants an overview of the tools and techniques for delivering impactful, influential, and memorable presentations.



Who Should Attend: This course is ideal for high potential employees, newly appointed leads or supervisors, and experienced managers who want to refine their skills with current and proven strategic project and program management strategies.

Training topics to include:

Project Management

- Describe strategies for planning time dimensions, projecting costs, and allocating resources
- Identify the methods for building and sustaining successful project teams
- Differentiate and select coaching strategies to ensure appropriate support and direction
- Describe problem solving techniques to manage project challenges and conflicts
- Explain how to use the Plus Delta model for continuous improvement

Business and Technical Writing

- Describe the essential components for various writing requirements
- Explain the 7Cs of effective written communications.
- Organize the content with consideration to the reader's needs and expectations.
- Identify the most common grammar, punctuation and usage errors
- Develop writing templates for frequently used communications to external customers, vendors, and employees (e.g., procedures, policies)

Priority and Time Management

- Explain how to prioritize your time using a time matrix system
- Determine your productivity styles to create custom-fit sustainable work solutions
- Describe how to facilitate productive meetings with high employee engagement
- Describe techniques for staying organized while managing multiple projects and stakeholder demands

Persuasive Presentations

- Deliver an impactful and persuasive message by identifying your audience's needs, wants, and priorities
- Develop and organize clear and compelling presentation content
- Identify techniques for effective composition of visual content and support materials
- List ways to respond professionally to questions from the audience
- Identify techniques for handling challenging behaviors from the audience members
- Describe the benefits of rehearsing, adhering to time constraints and speaking without notes

ETI Instructor: Dr. Barbara Sweet is President/CEO of Learning Transfer Institute, a consulting, training and coaching firm focused on helping organizations create more positive, respectful, and inclusive workplaces. She is an accomplished speaker and author with over 20 years of HR executive experience.

Employment Training Panel (ETP) Cost: \$350.00 per employee*

Non-ETP COST: \$1,470.00

WHEN:

**Thursdays
September 18, 2025 – November 20, 2025
5:00pm – 9:00pm**

WHERE:

**Online, Remote,
"Virtual Classroom,"
Via Zoom**

**For more information or to register please contact:
Jocey Hogan at 661.362.5657 or jocey.hogan@canyons.edu**

*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$350 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the **Employee Training Institute, 661.362.5657**, for details on eligibility requirements.