

# Leadership Skills Development I 40 Hrs

## Online, Instructor-Led, "Virtual Classroom" Via Zoom

**Overview:** Frequently employees are promoted to supervisory or people management positions because they are good at the job they're doing. But a whole new set of skills is necessary to become an effective people manager and leader. This course will provide participants with the essential leadership skills to influence and direct others' performance to achieve desired results. Participants will learn the qualities that followers expect and respect in a leader. The course will help participants recognize their own leadership strengths and capitalize on the strengths and diversity of their team. Participants will learn to create motivating circumstances that inspire employee engagement and improve performance, productivity and retention.



This course will provide participants with coaching skills needed to manage leadership challenges and facilitate critical conversations such as performance issues, employee accountability, and interpersonal conflict. Participants will also learn communication strategies and Emotional Intelligence (EQ) competencies to build mutual understanding, trust, and connectivity with others.

**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 leadership strategies.

**Training topics to include:**

- Essential Skills for Effective Leadership
- Communicating with Confidence and Credibility
- Building A High Performance Team
- Leading with Emotional Intelligence
- Coaching and Counseling for Peak Job Performance
- Generation Diversity and Inclusion Leadership
- Conflict Management and Resolution Strategies

**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:**  
**Wednesdays**  
**May 20, 2026 – August 5, 2026**  
**5:00 pm – 9:00 pm**  
**No class July 1, 2026 and July 8, 2026**

**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](mailto: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.