

# Foreman Training Series: Foreman Skills for Communication, Leadership and Poise on the Job

Tuesday evenings -

March 8, 15, 22, 29 and April 5, 12, 19, 26, 2011

from 6pm – 8pm at ABC Keystone

The last session will be three hrs. (class #8 includes final exam)



*“These are exact issues that come up on our job!” – Troy Thomason, Holland Construction Corporation*

**This is the third course in a four part training series for foremen.**

## COURSE CONTENT:

<p><b>Session 1 with Dave Wauls</b></p> <p><b>Time Management &amp; Organizational Skills:</b></p> <ul style="list-style-type: none"> <li>- Prioritize tasks</li> <li>- Goal setting</li> <li>- Time management skills</li> <li>- Delegation</li> <li>- Plan manpower by skill level</li> <li>- Understand your personnel and their talents</li> <li>- Communicate your needs to proper management</li> </ul>	<p><b>Session 5 with Mike Greene</b></p> <p><b>Communication (Session 1)</b></p> <ul style="list-style-type: none"> <li>- Listening skills and principles</li> <li>- Speaking skills and principles</li> <li>- Forms of communication</li> <li>- Resolving conflict</li> </ul>
<p><b>Session 2 with Mike Greene</b></p> <p><b>People Skills (Session 1)</b></p> <ul style="list-style-type: none"> <li>- Making others feel important</li> <li>- Creating a good impression</li> <li>- Art of persuasion</li> <li>- Power of praise</li> <li>- Accepting criticism</li> <li>- Keys to professionalism</li> </ul>	<p><b>Session 6 with Mike Greene</b></p> <p><b>Communication (Session 2)</b></p> <ul style="list-style-type: none"> <li>- Relationship building</li> <li>- Understanding differences in communication and behavior styles</li> <li>- Understanding and applying the DISC Communication Tool</li> <li>- Key points in building winning teammates</li> </ul>
<p><b>Session 3 with Mike Greene</b></p> <p><b>People Skills (Session 2)</b></p> <p><i>Continuation of topics and discussion from Session 1</i></p> <ul style="list-style-type: none"> <li>- Mastering ourselves</li> <li>- Effective listening</li> <li>- Resolving conflict</li> <li>- Successful communication</li> </ul>	<p><b>Session 7 with Jeff Witmer</b></p> <p><b>Leadership &amp; Team Building (Session 1)</b></p> <ul style="list-style-type: none"> <li>- Six keys to a winning team</li> <li>- How to develop SMART goals</li> <li>- Leadership styles</li> <li>- Delegation vs. abdication</li> <li>- Creating a coaching environment</li> </ul>
<p><b>Session 4 with Dave Wauls</b></p> <p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>- Evaluate how meetings are productive or inefficient.</li> <li>- Guidelines for effective meeting management</li> <li>- Coordination of meetings with others</li> <li>- Discover PERT chart</li> <li>- Provide suggestions for improvement</li> </ul>	<p><b>Session 8 with Jeff Witmer</b></p> <p><b>Leadership &amp; Team Building (Session 2)</b></p> <ul style="list-style-type: none"> <li>- Productivity</li> <li>- Attitude</li> <li>- Problem-solving</li> <li>- Stages of team development</li> <li>- Setting goals</li> </ul>

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## INSTRUCTORS:

**Sessions 1 & 4: Dave Wauls, LMA Consulting**, is a teacher, trainer and motivator. He has coached numerous on-site learning and performance seminars at organizations throughout the Susquehanna Valley. A graduate of Bloomsburg State College, he has a Bachelor's in Business Education.

**Sessions 2, 3, 5 & 6: Mike Greene, Integrity Works Coaching**, has 20 years of experience in sales and as a business leader with proven accomplishments in business coaching and development. He has a vision to bring out the best in others through education, inspiration and encouragement.

**Sessions 7 & 8: Jeff Witmer, ActionCOACH**, is currently an owner/partner of ActionCOACH. He is an expert in various aspects of business management and systems, including team development, sales and marketing, finance and accounting, and information technology.

**Attendance, class participation, quiz average, and completion of assignments are all important and each will be taken into consideration in determining the final grade, along with the final exam.**

**\$375 First ABC registrant / \$350 each Add'l ABC registrant from same firm  
AFTER MARCH 1: \$425 each ABC registrant  
\$525 Non-Member Registrant**

**Reservations/Cancellations due by March 1, 2011.**

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Title: \_\_\_\_\_

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Title: \_\_\_\_\_

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**No refunds for no-shows or cancellations after March 1, 2011. Substitutes are permitted.**

**Call Jo Ann at 717.653.8106 / FX: 717.653.6431 / Mail: ABC Keystone, 135 Shellyland Road, Manheim, PA 17545  
Email: [joann@abckeystone.org](mailto:joann@abckeystone.org) / Register at [www.abckeystone.org](http://www.abckeystone.org)**

Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.

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