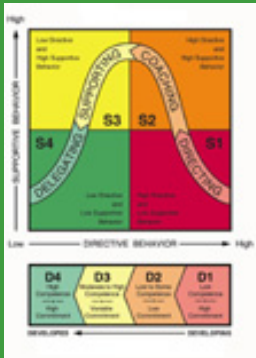




Leadership Training Calendar July 2017- June 2018

Situational Leadership II (Phase 1)



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

July 6, 2017
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

Situational Leadership is one of the most successful day-to-day models for supervising and developing others. Designed for every level of management, this course will show leaders how to assess an employee's level of development and determine the right type and level of supervision that is needed.

Topics include:

- Exploring leadership: core principles and skills
- Analyzing leadership style and behavior
- Identifying leadership tendencies, flexibility and effectiveness
- Reviewing the Situational Leadership Model
- Diagnosing levels of employee development
- Matching leadership style and approach to needs

Leadership competencies:

- *Vision*--Advancing the mission and promoting the culture
- *Supervising Others*--Partnering for performance
- *Developing Others*--Helping others learn and grow
- *Flexibility*--Willing to change course

Mastering Time Management



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

August 9, 2017
Time: 9:00am - 4:00pm
Cost: \$195

Trainer: Michael Kaelin

[Click Here To Register](#)

Shorter deadlines, competing priorities, countless meetings, and unscheduled interruptions are some of the challenges facing our leaders today. Without an internal drive for accomplishment, some managers feel especially pressed to produce results. This course will help participants increase their achievement-orientation WorkStyle and obtain greater results with less stress. This course includes an online assessment and individualized (32 page) time management profile report.

Topics include:

- Attitudes & Beliefs - Developing an achievement motivation
- Setting Goals - Focusing on results, not just activities
- Establishing Priorities - Putting first things first
- Planning & Scheduling - Deciding what to do and when
- Interruptions - Managing those uncontrollable events
- Delegation - Knowing how and when
- Procrastination - Learning to just to do it

Leadership competencies:

- *Administrative Aptitude*--Working smarter, not harder
- *Results-Oriented*--Taking action and getting things done
- *Strategic Planning*--Shaping the future

Positive Discipline



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

September 19, 2017
Time: 9:00am -
12:00pm
Cost: \$95

Trainer: Michael Kaelin

[Click Here To Register](#)

This course focuses on guidelines and procedures for addressing unsatisfactory work performance as outlined in our policy on Employee Discipline. Participants will learn a positive strategy that incorporates the traditional steps of "progressive discipline" with an emphasis on maintaining accountability and promoting personal responsibility. We will also address the meaning and importance of "due process" and "just cause", and learn when and how to conduct a proper investigation.

Topics include:

- Policy's on employee discipline
- A 5-step performance improvement process
- The elements of "just cause" for disciplinary action
- The importance of "due-process" and the fundamentals of a proper investigation
- The keys for good record keeping and documentation

Leadership Competencies:

- *Problems Management*--Addressing issues early and constructively
- *Problem Solving*--Using critical thinking
- *Supervising Others*--Partnering for performance
- *Vision*--Advancing the mission and promoting the culture
- *Courage*--Facing adversity and standing up for what's right

Effective and Efficient Meetings



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

September 19, 2017
Time: 1:00pm - 4:00pm
Cost: \$95

Trainer: Michael Kaelin

[Click Here To Register](#)

Effective meetings are the result of advanced planning, skillful facilitation and follow-through. Participants will learn how to plan, structure, and conduct successful meetings. The techniques and tools introduced in this course will help save time, simplify processes, and ensure follow-through and implementation.

Topics Include:

- Planning and structuring the meeting
- Basic facilitation skills for managing group dynamics
- Group decision-making and problem-solving methods
- Meeting tools to help maximize the use of time and other resources

Leadership Competencies:

- *Presentation Skills*--Knowing your content and your audience
- *Communication Skills*--Communicating well and keeping others informed
- *Administrative Aptitude*--Working smarter, not harder

Promoting Positive Performance



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

October 19, 2017
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

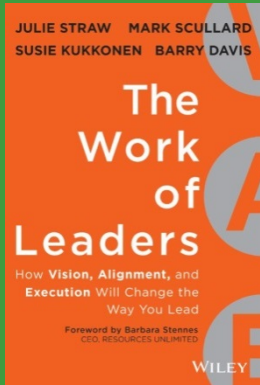
This course focuses on the essential elements of creating positive relationships and productive work environments. Participants will learn strategies for activating and sustaining people in high levels of engagement.

Topics include:

- Challenges we face and the people we need
- Our values, our leadership, our culture
- Promoting personal responsibility and accountability
- Partnering for performance -- building trust at work
- Facilitating versus Inhibiting leadership approaches
- Writing clear performance goals and objectives
- Common reasons why people don't perform as expected
- Employee Engagement
- Management Orientation Inventory

Leadership Competencies:

- *Supervising Others*--Partnering for performance
- *Developing Others*--Helping others learn and grow
- *Vision*--Promoting the culture
- *Problems Management*--Addressing issues early and constructively



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

November 21, 2017
Time: 9:00am - 4:00pm
Cost: \$295

Trainer: Michael Kaelin

[Click Here To Register](#)

Leading through Vision, Alignment, and Execution

Based on the best-selling leadership book, *The Work of Leaders*, this one-day workshop focuses on the fundamental steps for leading a team or organization toward desired future outcomes. Using the framework of Vision, Alignment, and Execution, this program provides a three-step process for helping leaders achieve goals while examining their leadership effectiveness at each step along the way. The tools provided will help determine one's leadership effectiveness based on a benchmark comparison between best practices and the leader's style.

Learn the key drivers and leadership best practices involved in:

- Crafting a Vision of new possibilities for the future through exploration, boldness, and testing assumptions
- Building Alignment by communicating with clarity, engaging in dialogue, and providing inspiration so everyone is moving in the same direction.
- Championing Execution through momentum, structure, and feedback to make the vision a reality

Registration includes: *The Work of Leaders* online assessment and personalized 23-page report of results; A copy of the book, *The Work of Leaders*; Participant packet that includes worksheets and handouts; Lunch and refreshments.

Situational Leadership II (Phase 2) - Learning Labs



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

December 13, 2017
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

This course builds on the foundation skills of Situational Leadership II, which is a prerequisite to attending this training. It further develops the core skills within each of the four leadership styles: Directing, Coaching, Supporting, and Delegating.

Topics include:

- Providing strong work direction, including setting goals and action plans and following up.
- Providing good feedback, including how to effectively praise, and recognize people for their efforts and results.
- Promoting self-reliant problem-solving and decision making, including effective listening and questioning techniques.
- Delegating tasks and responsibility with employees at high levels of development.

Prerequisite: Situational Leadership II (Phase 1)

Leadership competencies:

- *Supervising Others*--Partnering for performance
- *Developing Others*--Helping others learn and grow
- *Flexibility*--Willing to change course

Team Development



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

January 18, 2018
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

This course is designed for every level of management, especially those with team leadership responsibilities. Participants will learn the fundamentals of building a high-performance team, including how to assess a team's level of functioning. Everyone will leave with a team-building strategy for the future.

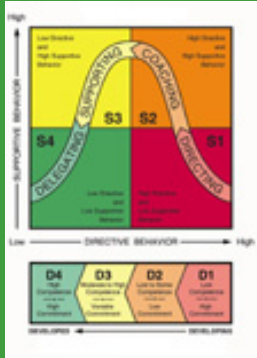
Topics include:

- Importance of teams and teamwork
- Competency requirements for team members and leaders
- Characteristics of high performing teams
- Team climate and culture
- Creating a culture for quality
- Stages of team development
- Situational Leadership and team development
- The 5 dysfunctions of a team
- Action planning--building a team development agenda.

Leadership competencies:

- *Team Building*--Creating a positive and productive climate
- *Developing Others*--Helping others learn and grow
- *Flexibility*--Willing to change course

Situational Leadership II (Phase 1)



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

February 21, 2018
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

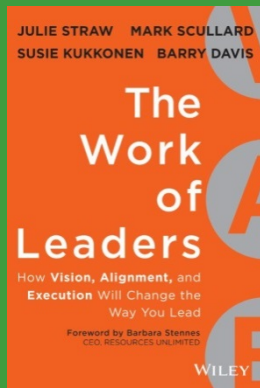
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Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

March 13, 2018
Time: 9:00am - 4:00pm
Cost: \$295

Trainer: Michael Kaelin

[Click Here To Register](#)

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Positive Discipline



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

April 18, 2018
Time: 9:00am -
12:00pm
Cost: \$95

Trainer: Michael Kaelin

[Click Here To Register](#)

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Effective and Efficient Meetings



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

April 18, 2018
Time: 1:00pm - 4:00pm
Cost: \$95

Trainer: Michael Kaelin

[Click Here To Register](#)

Effective meetings are the result of advanced planning, skillful facilitation and follow-through. Participants will learn how to plan, structure, and conduct successful meetings. The techniques and tools introduced in this course will help save time, simplify processes, and ensure follow-through and implementation.

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- *Presentation Skills*--Knowing your content and your audience
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- *Administrative Aptitude*--Working smarter, not harder

Orientation to Leadership and Supervision



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

May 17, 2018
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

Designed for new leaders, Orientation to Leadership and Management addresses some of the essential roles and competencies of a supervisor, including leading and managing, supporting and motivating, and teaching and developing others.

Topics include:

- Overview of Leadership Development Program
- Transitioning to leadership: Issues and challenges
- Avoiding common mistakes and pitfalls
- Delegation - A key supervisory skill
- Components of supervision
- Managing your time
- Managing and leading
- Best Bosses: What type of leader do you want to be?
- Managing Performance
- Communicating effectively and managing information
- Role modeling

Leadership competencies:

- *Vision*--advancing the mission and promoting the culture
- *Supervising Others*--partnering for performance
- *Developing Others*--helping others learn and grow
- *Interpersonal Effectiveness*--forming positive relationships
- *Personal Development*--knowing and growing thyself

Situational Leadership II (Phase 2) - Learning Labs



Pressley Ridge
Operations Center
5500 Corporate Drive
Suite 400
Pittsburgh, PA 15237

June 20, 2018
Time: 9:00am - 4:00pm
Cost: \$150

Trainer: Michael Kaelin

[Click Here To Register](#)

This course builds on the foundation skills of Situational Leadership II, which is a prerequisite to attending this training. It further develops the core skills within each of the four leadership styles: Directing, Coaching, Supporting, and Delegating.

Topics include:

- Providing strong work direction, including setting goals and action plans and following up.
- Providing good feedback, including how to effectively praise, and recognize people for their efforts and results.
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Prerequisite: Situational Leadership II

Leadership competencies:

- *Supervising Others*--Partnering for performance
- *Developing Others*--Helping others learn and grow
- Willing to change course

For a complete list of scheduled trainings

[Click Here](#)

TO LEARN MORE ABOUT ANY OF THE TRAININGS PROVIDED BY PRESSLEY RIDGE, OR TO SCHEDULE TRAINING AT YOUR LOCATION, PLEASE CONTACT MICHAEL KAELIN AT MKAELIN@PRESSLEYRIDGE.ORG OR CALL 412-872-9446.