



Lead effectively.

Essential Skills for Leadership

Our series offers targeted programs to help organizations improve the relationships between managers, team leaders and supervisors, and their team members. Our results-driven programs help improve productivity, enhance employee motivation and retention, and develop employees' work habits and potential.

- Essential Skills of Leadership
- Essential Skills of Communication
- Resolving Conflicts
- Providing Performance Feedback
- Developing Performance Goals and Standards
- Supporting Change
- Coaching Job Skills
- Communicating Up
- Delegating
- Effective Discipline
- Improving Work Habits
- Managing Complaints

Courses can be done in half-day, instructor-led sessions or can be delivered virtually.



Lehigh Carbon
COMMUNITY COLLEGE

CENTER FOR INNOVATION
AND LEARNING

LCCC is a regionally accredited education institution.
LCCC is a Commonwealth ITQ Approved Education Provider.

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