

The Successful Leader's Toolbox

2-Day Train-the-Trainer Workshop

Imagine a workplace where leadership isn't just a role—it's a culture. Where time is used wisely, communication drives results, feedback fuels growth, and conflicts lead to collaboration. That's the vision behind *The Successful Leader's Toolbox*.

This transformative **2-day immersive experience** equips leaders to both excel in their own roles and empower others to do the same.

Workshop Overview

Day 1 – Learning by Doing Participants engage with the full workshop as learners, experiencing hands-on training and practical exercises.

Day 2 – Teach Back & Peer Evaluation Participants shift into facilitator mode, presenting core modules and evaluating peers using a proven rubric.

Topics Covered (2 hours each)

 Topic	 Skills Developed
Effective Communication	Active listening, clarity, & messaging for impact
Time Management & Task Delegation	Prioritization, accountability, & strategic delegation
Providing Firm Feedback	Setting expectations, constructive delivery, & coaching conversations
Resolving Workplace Conflicts	Mediation, emotional intelligence, & solution-building

Why Attend?

- Become a certified trainer in high-impact leadership techniques
- Improve team performance and interpersonal dynamics
- Learn how to coach and develop future leaders
- Receive a customizable training kit to use in your own organization

Workshop Details:

When: Wednesday, October 28 & Thursday, October 29 from 8 am – 5 PM

Location: Hyatt Place South: 212 Racetrack Road, Washington, PA

Cost: \$1,500

Registration: www.leadershiponboarding.com **Questions:** contact info@leadershiponboarding.com