

The Successful Leader's Toolbox

1-Day 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 **1-day immersive experience** equips leaders to excel in their own role.

Workshop Overview

Topics Covered (2 hours each)

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

Why Attend?

Master Time Management & Delegation: Learn to prioritize high-impact tasks and empower your team through strategic task assignments to boost overall productivity.

Essential Communication Skills: Develop the ability to convey clear expectations and practice active listening to build trust and eliminate workplace ambiguity.

Provide Effective Feedback: Acquire actionable frameworks to deliver constructive critique and praise that drive continuous employee growth and performance.

Resolve Conflicts Constructively: Gain proven techniques to de-escalate tensions and transform disagreements into opportunities for better team collaboration.

Workshop Details:

When: Wednesday, September 30th from 8 am – 5 PM

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

Cost: \$400

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