

# 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, July 22 from 8 am – 5 PM

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

**Cost:** \$400

**Registration:** [www.leadershiponboarding.com](http://www.leadershiponboarding.com) **Questions:** contact [info@leadershiponboarding.com](mailto:info@leadershiponboarding.com)