

Strategic Solutions for Colleges™

Virtual management skills for remote or home offices

Training for leaders who need tools and skills for a remote office

Higher Education Administrators and Leaders



Three 2-hour sessions focus on everything you need to know to lead higher education staff from a remote site. With methodologies tied to planning, organizing, controlling, directing, and goals. Strategic Solutions for Colleges teaches the practical tools and how-to strategies needed to **lead and manage your virtual college employees**. Tried-and-true techniques to lead remote employees, set goals, manage time and increase employee satisfaction.

DISCOVER:

- Develop a communication plan
- Using the internet tools to lead from a remote site
- Control the work time
- Understand team meeting tools and rules
- Meeting effectiveness using technology
- How to use emails and texting as a tool
- Develop instructor management
- Webinar tools
- How to sell e-learning to any customer
- Social networking and selling online

Instructor:

Trenton Hightower

April 29th 1pm to 3pm EST

May 6th 1pm to 3pm EST

May 13th 1pm to 3pm EST

6 hours of live training with feedback from others doing the same work in other states.

Register: \$199 / Group rate \$299

804-332-1071 or

TrentonHightower@verizon.net

Location: Webinar

Register: Click [HERE](#)

Take the course at home

Put the process into action with tried-and-true, how-to techniques and strategies.

Strategic Solutions for Colleges™

Webinars and E-selling

Training Agenda

Session One: 1:00PM to 3:00PM

Objectives:

- Develop a communication plan
- Using the internet tools to lead from a remote site
- Control the work time
- Develop instructor management plan
- Discover webinar tools

Session Two: 1:00PM to 3:00M

Objectives:

- Practice overcoming objectives
- Understand virtual team meeting technology
- Develop ideas for virtual meeting effectiveness
- How to emails and texting as a tool

Session Three: 1:00PM to 3:00M

Objectives:

- Build virtual communications plan
- Develop student/customer communication guidelines
- Best practices for working with outside vendors
- Learn about publicity that leads to good outcomes for the college
- Create promotions and events that are virtual and lead to results
- Practice virtual leadership plan for the year



Put the process into action with tried-and-true, how-to techniques and strategies.

Strategic Solutions for Colleges™

We will explore strategies to increase productivity for leading a college campus or online programs in a virtual environment. We will also share ideas about managing multiple employees working in remote locations and how to effectively run team meetings, keep open lines of communication and activity reporting. Let “*Strategic Solutions for Colleges*” do the research to assist you in getting the answers you need so that you will leave this session with the confidence to manage your new virtual work environment.

If you are not able to schedule this virtual session, please ask about 1:1 virtual training/coaching session. 804-332-1071 or TrentonHightower@verizon.net

BIO FOR TRENTON HIGHTOWER:

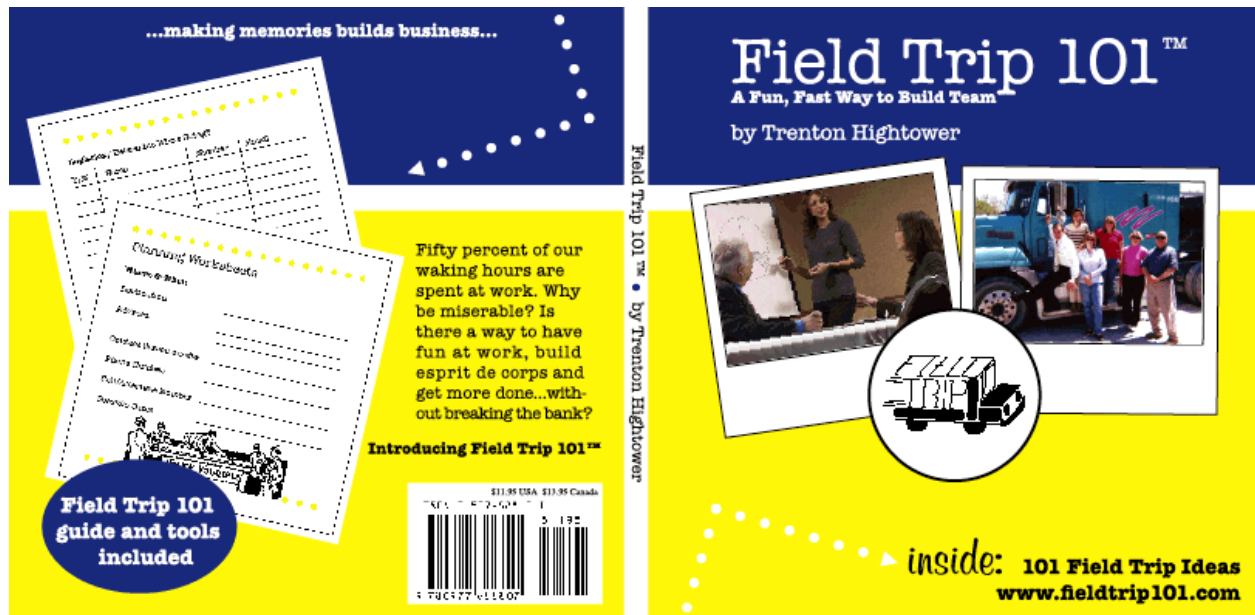
<http://www.linkedin.com/in/trentonhightower2020>

Trenton Hightower has spent over twenty five years working in leadership at community colleges. He spent six years as a Coordinator/Manager at Finger Lakes Community College, seven years as AVP for CE at Frederick Community College, and seven years leading Virginia as the Assistant Vice Chancellor for Workforce Development for all twenty-three community colleges. Over the last 6 years he has led virtual college courses. Trenton founded “*Strategic Solutions for Colleges*” and “*Strategic Sales for Colleges*” in 1996 and is currently the CEO at GradCast.com.

Trenton is also the author of the book, Field Trip 101 – An Approach to Team-Building, and President of “*Strategic Solutions for Colleges*”. He is a past board member with the YMCA, NCCET, LERN and local Chamber of Commerce. Trenton holds a Masters in Administration of Higher Education and is ABD/EdD in Organizational Leadership.

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Some clients who have benefited from Strategic Sales for Colleges over the last 20 years:

Austin Community College, MD

Penn State, PA

Davenport University, MI

Valencia Community College, FL

Cal State, CA

Borough of Manhattan Community College, NY

Casper College, WY

Mount Aloysius College, PA

Raitan Community College, NJ

Training provided for statewide training include:

Louisiana, North Dakota, Minnesota, Wisconsin, South Carolina, Ohio, Texas, Alabama, Oklahoma, North Carolina, Maryland, and Virginia.

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