



Lamar State College-
Orange

Lamar State College-Orange
Workforce Education Department
presents

FIRST-LINE LEADERSHIP PROGRAM

Providing practical leadership principles to inspire individuals to reach higher levels of success.



Spring 2016

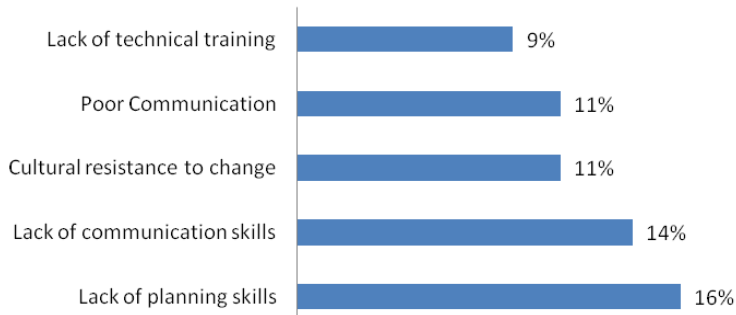
Developed Specifically for the Construction, Mechanical, Petrochemical, Oil Refining, and Manufacturing Industries
by the Industrial Advisory Committee of Lamar State College - Orange

This program consists of 80 clock hours (8.0 CEUs)

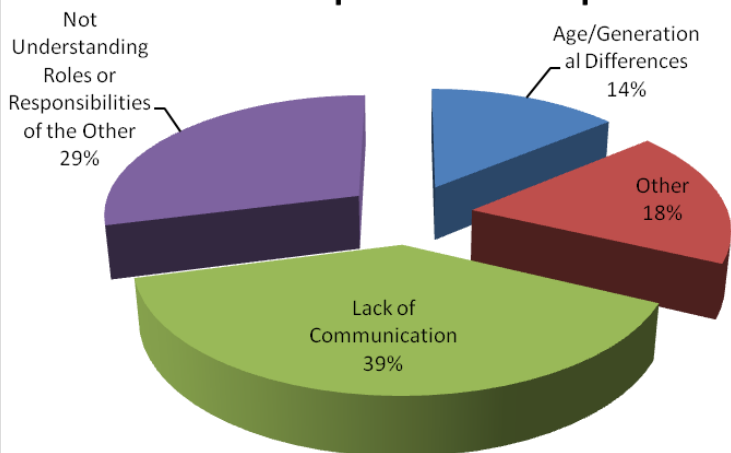
Why First-Line Leadership is Needed

Statistics compiled from industry surveys.

The Five Largest Internal Challenges to Improving Productivity



Primary Reasons for Contentious Relationships in the Workplace



Greatest Skill Set Needed for Leaders in the Future



Strong business requires strong leaders at every level.

The First-Line Leadership Program was created to share practical leadership principles that inspire individuals to reach for **higher level of success**.

The program is customized to meet the needs of today's business and industry and is designed for managers, supervisors, team leaders, and team members who would like to study ways to **motivate, inspire and lead**. All training sessions are **highly interactive**.

Participants who complete all ten (10) modules will be recognized as a **First-Line Leader** with a certificate of completion issued by Lamar State College-Orange.

All modules will meet from 7:30 a.m. until 4 p.m. at the Wilson Building on the campus of Lamar State College-Orange, 506 Green Avenue (located on the corner of Green Avenue & 4th Street) in downtown Orange, Texas.

www.lSCO.edu

Who Should Attend?

Engineers
Project Leads
Foremen
Superintendents
Maintenance Supervisors
Operations Supervisors
Production Supervisors
Lab Supervisors
Operations Leads
Area Managers
Shop Floor Supervisors/Foremen
Team Leaders
Safety
Quality Assurance

Anyone interested in developing world-class leadership within themselves and their co-workers.

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Providing practical leadership principles to inspire individuals to reach higher levels of success.

About Leadership

As you prepare yourself to compete in the chaotic and challenging environment of today, there is not a more important theme than leadership. In fact, take a moment to think about the word “*leadership*.” What does it mean? What feelings and images does it arouse inside of you?

Leadership is a rich and meaningful word. It stirs up a sense of idealism, excitement, hope, and courage. It is a word that inspires us to be our best. It is a word that we associate with the finest and most influential among us; people like Abraham Lincoln, Moses, Martin Luther, Winston Churchill, Mahatma Gandhi, Eleanor Roosevelt, Mikhail Gorbachev, and on and on.

So we believe that the topic of leadership is exciting. Perhaps most interesting is that we know that most organizations have high leadership potential among its employees. In this program, you will learn that it is not necessary to change the world or become a household name to become a great leader. It means that you can be a positive influence to those around you. It also means you can create a working environment founded on the vision of an ideal, and you can create conditions that encourage others to rise above mediocrity and perform at their best. Our objective in this program is that you understand the foundation principles of leadership and practice them. It does not matter whether you lead a staff of two or a nation of millions, the principles are the same – and they can be learned.

Of course, all we can do is to bring you the latest principles of leadership. It is up to you to utilize them within your respective life. What you get out of this program depends more on your desire to become a great leader than upon our ability to teach you what that means. The trainers and facilitators of this program have studied the topic of leadership and worked with leaders of many organizations over the past several years, and this program is our attempt to distil much of what has been learned to a clear set of principles and practices that we believe few would challenge or dispute. However, ours has been the easy part. It is up to you, through self-reflection, to decide how much you want to grow and change in your leadership ability and practices. If you desire, then this program will give you the tools to accomplish that objective.

Traits of Leadership

Wednesday, January 13, 2016

Communicating Effectively

Thursday, January 14, 2016

Meeting Management

Wednesday, February 17, 2016

Managing Conflict

Thursday, February 18, 2016

Productivity & Time Management

Wednesday, April 13, 2016

Decision Making & Problem Solving

Thursday, April 14, 2016

Planning

Tuesday, May 17, 2016

HR Basics for Supervisors

Wednesday, May 18, 2016

Employee Motivation

Wednesday, June 15, 2016

Building & Leading a High Performance Team

Thursday, June 16, 2016

*All modules will meet from
7:30 a.m. until 4 p.m. at the Wilson
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(located on the corner of Green Avenue &
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This First-Line Leadership Certificate Program consists of ten one-day modules.

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Module Title & Date

Description



Traits of Leadership

A comprehensive look at the leader's vital role.

Wednesday, January 13, 2016

First-Line Leaders must understand the basics of leadership development. This module provides participants the foundation to build their respective leadership development plan.

INSTRUCTOR: Robert D. Hurst

Communicating Effectively

Tips for getting your message across every time.

Thursday, January 14, 2016

This module offers essential information concerning effective methods for bettering internal and external communications. Topics include communicating with others, barriers to effective communication, dealing with disagreements, conflict, and group-think.

INSTRUCTOR: Robert D. Hurst

Meeting Management

Conducting, facilitating and participating ineffective meetings.

Wednesday, February 17, 2016

First-Line Leaders spend about 35 percent of their working week in meetings. Participants will learn methods to increase productivity up to 15 percent; how to give everybody a feeling of greater participation and influence; and analyze 16 types of problem people at the meeting and what to do about them.

INSTRUCTOR: Kent Hutchison

Managing Conflict

Practical techniques for managing organizational and individual conflict.

Thursday, February 18, 2016

High-performance organizations have realized the competitive edge that good conflict management provides. First-Line Leaders will learn how to understand the elements of conflict; recognize conflict management styles; tips for handling conflict; and enhancing conflict management skills.

INSTRUCTOR: Kent Hutchison

Productivity & Time Management

Dealing with absenteeism, accidents, waste, quality, poor time management and lack of cooperation.

Wednesday, April 13, 2016

First-Line Leaders are responsible for dealing with absenteeism, waste, quality and handling/managing/leading difficult people. This module will cover how these issues cost the organization money and resources, and will help participants develop a take-home plan to address their organization directly.

INSTRUCTOR: Kent Hutchison



Module Title & Date

Description

Decision Making & Problem Solving

Problems come in all shapes and sizes, yet most have common characteristics that can be addressed with the techniques found in this module.

Thursday, April 14, 2016

This module offers critical decision-making and problem-solving techniques. Key principles include chunking, problem patterns, guiding decisions, the F.O.G. factor (fact, opinion, or guess) and other helpful techniques.

INSTRUCTOR: Robert D. Hurst

Planning

Picturing the entire job at every stage, and considering all of the circumstances that will affect the work.

Tuesday, May 17, 2016

To provide differing accounts of productivity enhancements. Strategic planning, program development, and decision-making models are emphasized. Evaluation methods and challenges are discussed.

INSTRUCTOR: Kent Hutchison

HR Basics for Supervisors

The role of the leader when dealing with human resources issues.

Wednesday, May 18, 2016

To provide essential information concerning the human resources function for leaders who do not typically work with HR issues. Topics include strategic human resource planning, equal employment opportunity, selection, training, compensation, performance appraisal, workplace safety, discipline, termination, and legal liability.

INSTRUCTOR: Kent Hutchison

Employee Motivation

How to creatively boost productivity and employee morale.

Wednesday, June 15, 2016

Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude to the job every day. Addressing today's most pressing work issues (including employee retention, engagement, and burnout) is the goal of this module.

INSTRUCTOR: Robert D. Hurst

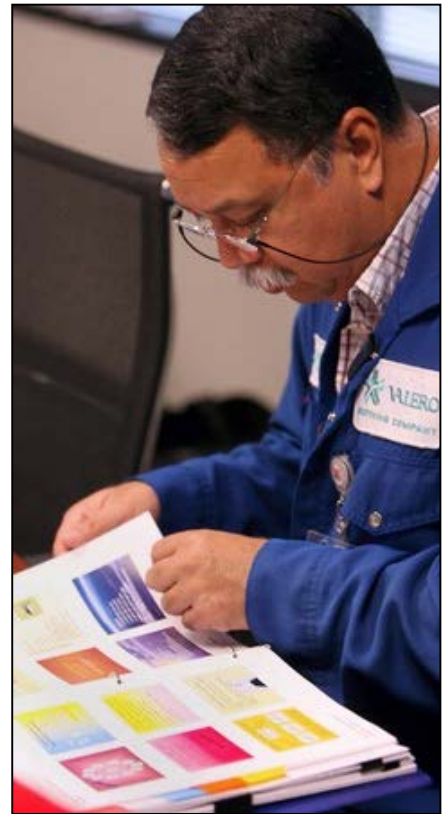
Building & Leading A High Performance Team

Proven strategies for superior work groups.

Thursday, June 16, 2016

First-Line Leaders are expected to develop and lead high-performance teams. Every day, in some way, we are part of a team. The question is not, "Will you participate in something that involves others?" The question is, "Will your involvement with others be successful?" During this module, we will answer that question and many more.

INSTRUCTOR: Robert D. Hurst



Program Schedule & Location

All modules will meet from 7:30 a.m. to 4 p.m. at the Wilson Building on the campus of Lamar State College-Orange, 506 Green Avenue (located on the corner of Green Avenue & 4th Street) in downtown Orange, Texas.

Tax Deduction

If the purpose of attending this program is to help you maintain or improve skills relating to employment or business, expenses relating to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit

Lamar State College – Orange offers Continuing Education Credits based on program length and completion. Credits are issued according to the national/industrial continuing education guidelines, and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency. **This program consists of 80 contact hours (8.0 CEUs). No partial credit will be awarded; you must attend the entire program to receive credit.**

For More Information / Registration

For more information or to register for any of the upcoming modules, please contact:

LSC-O Workforce Education
506 Green Avenue
Orange, Texas 77630
OFFICE: (409) 882-3321
E-MAIL: joanie.tandberg@lsco.edu

About the Program Facilitators

Kent Hutchison is an internationally recognized employee development trainer and workshop presenter. He has been the primary facilitator with the Lamar State College-Orange *First-Line Leadership Program* since Spring 2004. He frequently leads leadership and employee development programs throughout the petrochemical industry; and other organizations.



Kent is a senior consultant with **C.J. Baxter Group**, an employee development firm based in Nacogdoches; and has delivered programs throughout the world.

More information about Kent is available at www.cjbaxtergroup.com.

Lamar State College-Orange

FIRST-LINE LEADERSHIP PROGRAM

In the Words of Past Participants...

"Good ideas and tools to apply in the workplace."

"Hands-on skits are great to put the training in perspective..."

"I liked the interaction of participants- the instructor's ability to get participants to open up best."

"The course provided information on managing conflicts. Knowing the different conflict management styles and how to harness will be used every day."

"I learned my strengths and weaknesses as a leader."

"Very useful, everyday information that could be used in or out of the workplace."

"Good stuff! A lot of useful information—I was motivated!"

"I like the paradigm about embracing reality or resisting reality and application of course study into life circumstances."

"Great overall course!"

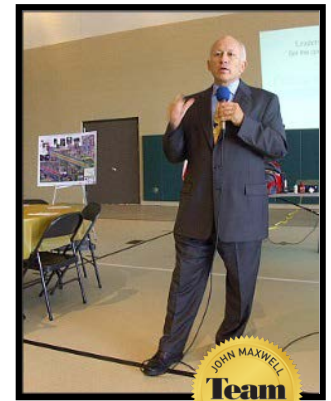
Registration Fee / Investment

Contact Joanie Tandberg at Lamar State College – Orange for registration investment. Investment is based upon the number of individuals attending from your organization.

(409) 882-3321 ■ joanie.tandberg@lsco.edu

Robert D. Hurst is an experienced leadership trainer and workshop facilitator and has been an integral part of the *First-Line Leadership Program* since Spring 2006.

Robert is the founder and principal of **Critical Leadership**, a consulting firm that partners with clients to develop and train leadership skills and disciplines that are necessary for resilience and growth during times of crisis or business challenges. He is also an Independent Certified Coach, Trainer, and Speaker with the John Maxwell Team, (www.johnmaxwellgroup.com/roberthurst), and is a Founding Partner in this professional endeavor.



More information about Robert is available at www.CriticalLeadership.com.



Lamar State College-Orange
Continuing Education/Workforce Development Class Registration Form

506 Green Ave., Orange (office location)
410 Front St., Orange, TX 77630 (mailing address)
Phone: 409.882.3321 Fax: 409.882.3383
Email: continuinged@LSCO.edu

Please complete and return this registration form with payment. You may save it as a Word document and forward to the above e-mail address or fax to the office. Thank you.

Class Title: _____	Course #: _____
Class Date: _____	Semester: _____
Last Name: _____	First Name: _____
SSN or Lamar Student ID# (REQUIRED): _____	
Address: _____	
City: _____	State: _____ Zip: _____
E-Mail Address: _____	Date of Birth (REQUIRED): _____
Day Phone: _____	Evening Phone: _____

Payment Information

Check form of payment. Thank you.

<input type="checkbox"/> Check	Check #: _____	Check Amt: \$ _____	
<input type="checkbox"/> Charge to:	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
	Card #: _____	Amt Charged: \$ _____	
	3 Digit Auth Code (REQUIRED): _____	Card Expiration Date: _____	
<input type="checkbox"/> Purchase Order	Purchase Order #: _____		
<input type="checkbox"/> Invoice Company	Attention: _____		

Optional

This information is for statistical reporting purposes only.

<u>Ethnicity:</u>	<u>Residence:</u>	<u>Special Populations</u>	<u>Gender</u>
<input type="checkbox"/> White	<input type="checkbox"/> Orange (City)	<input type="checkbox"/> Disabled	<input type="checkbox"/> Male
<input type="checkbox"/> African American	<input type="checkbox"/> Pinehurst	<input type="checkbox"/> Limited English	<input type="checkbox"/> Female
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Orangefield	<input type="checkbox"/> Single Parent	
<input type="checkbox"/> Asian	<input type="checkbox"/> West Orange	<input type="checkbox"/> Displaced Homemaker	
<input type="checkbox"/> Other	<input type="checkbox"/> Bridge City		
	<input type="checkbox"/> Louisiana		
	<input type="checkbox"/> Other _____		