

The Big L.E.A.P.

LEADERSHIP • EXCELLENCE • ACHIEVEMENT • PROGRAM

Take Your Leadership to the Next Level

**NEW classes offered
this session!**

**4-Session Supervisory &
Leadership Training Certification**

Oct. 23 - HR for Non-HR Managers & Supervisors

Oct. 30 - Talent Management &
Employee Growth Strategies

Nov. 6 - Presentation Polish for Supervisors

Nov. 20 - Recruiting and Retaining Employees



2018

**Where
you are**

2019

**Where you
want
to be**

Renowned presenter: Celina Peerman, Ph.D.

Register today!

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CONTINUING EDUCATION

See back for details!

HR for Non-HR Managers and Supervisors

Tuesday, October 23, 2018 • 12:00 - 4:00 pm
Course # 2000002 (73)

Human Resources is more than a department. When 60, 70 or 80% of our operating costs are PEOPLE, human resource is everyone's responsibility. This session will help everyday leaders understand the importance of the talent management process, legal requirements, and why their work is critical not only to keeping a qualified productive workforce but the overall risk management and performance of the organization, too.

Talent Management & Employee Growth Strategies

Tuesday, October 30, 2018 • 12:00 - 4:00 pm
Course # 2000003 (74)

Having the right people doing the right jobs doesn't just happen. This session focuses on developing a comprehensive and strategic approach to talent management that includes workforce planning, pipeline development, acquisition and sourcing, onboarding and new employee orientation, employee learning and professional development, and succession planning.

Presentation Polish for Supervisors

Tuesday, November 6, 2018 • 12:00 - 4:00 pm
Course # 2000004 (75)

There is no "unsend" option on the words you speak. This class helps supervisors learn to organize and communicate effectively in pre-shift or team meetings as well as when sharing results and reporting to their managers. Topics include verbal skills, body language, and presentation style to get one's message across effectively and in a professional manner. Learn how what you say and how you say it affects your ability to build relationships and get the most of out your people. (This class includes role playing and classroom practicing in front of the group to develop presentation skills in a fun, friendly setting.)

Recruiting and Retaining Employees

Tuesday, November 20, 2018 • 12:00 - 4:00 pm
Course # 2000005 (76)

Starting with the end in mind fits for our staffing plans, too! This session will focus on steps hiring managers can take to understand the position and person they seek to fill openings while understanding the balance of wanting the right fit for long term engagement and productivity. Discussion and activities will emphasize retention techniques that can be used day 1 to support employee success and ways to reduce employee turnover. Come and renew your energy for the hiring process, knowing that doing this well makes retention that much stronger!

\$679 Series or \$189/Session

**Classes will be held at Iowa Valley Continuing Education,
3702 S. Center Street, Marshalltown, IA**

Presenter Celina Peerman: Celina Peerman, Ph.D. serves as an organizational behavior specialist with over 22 years of experience from front line to senior level positions, in a wide range of industries and organizations. She is passionate about engaging our human resources in new ways in order to achieve even better organizational results. Celina's focus is to provide quality training and services that directly contribute to service for all stakeholders and in particular the retention of front-line staff and strength of first-line supervisors. Her passion is for how people behave at work; the good, the bad and the worst.



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