

CBI Workshops Upcoming Programs July & Aug. 2024

Leadership Lehigh Valley & Leadership Pocono

CBI's Leadership Lehigh Valley and Leadership Pocono empower people who actively engage in their own learning and want to learn more about their region and how it operates in terms of government, education, social services, culture, and more. Both programs are unique learning labs for leadership where we commit to developing leadership capability while encouraging participants to apply leadership skills to benefit their communities through service. Leadership and networking opportunities will also benefit the sponsoring organization. Both programs will begin in September 2024 and are now open for registration. For more information including schedule, registration and pricing information, please visit northampton.edu/lv (for Leadership Lehigh Valley) or northampton.edu/lp (for Leadership Pocono). Questions? Email workforce@northampton.edu.

Introduction to Project Management

This exciting introductory program explores the basic skills necessary to become an effective project manager, including meeting management/leadership concepts. Working within the Project Life Cycle (Initiation, Planning, Execution, and Closure), you'll learn and apply tools that support successful execution.

July 16, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

Microsoft Excel Beginning - Online

Designed for those looking to gain skills such as: how to perform calculations, how to modify and format a worksheet, print workbook contents, as well as manage larger workbooks. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

July 17-18, 8am-Noon, \$269. Zoom platform

[Learn more and register!](#)

The Entrepreneurial Leader

To respond to changes in our environment, leaders choose to embrace the thoughts, habits, and behaviors of entrepreneurs to lead others to successful outcomes. An overview of Design Thinking is included in this session.

July 23, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

[Responsive Leadership - Online](#)

While managers routinely search for the “best” style of leadership, research clearly indicates that no single, all-purpose leadership style exists. Instead, successful leaders learn to adapt their behavior to respond to the dynamics and demands of each unique situation and use a diagnostic approach that encourage creative thought and flexibility to optimize outcomes. Case studies, instruments, and group discussions will be engaged to help identify your own style and how to use it more effectively.

July 24-25, 8am-Noon, \$289. Zoom platform

[Learn more and register!](#)

[Coaching for Improved Performance](#)

Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the “do more with less” pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult environment? Coaching is the answer. In this interactive workshop, learn how to help employees rise to the higher level of performance that a rapidly changing environment demands while creating successors in key positions so the organization is constantly preparing the next generation of leaders.

July 30, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

[Microsoft Excel Intermediate - Online](#)

Advance your skills with Microsoft Excel in an online class format. Topics included are: advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

Aug. 7-8, 8am-Noon, \$269. Zoom platform

[Learn more and register!](#)

[Balancing Management with Leadership](#)

Ultimately, as leaders, we are responsible for taking care of the business aspect as well as the people. Creating a structure that leads to success, setting and translating KPI's, and holding others accountable for results are key aspects of this session.

Aug. 13, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

[Introduction to Microsoft 365](#)

This introductory online workshop covers the basics of Microsoft 365, which includes SharePoint, OneDrive, and Teams. The differences between each will be discussed. Join us to learn more about this powerful collaboration tool.

Aug. 14, 8am-Noon, \$125. Zoom platform

[Learn more and register!](#)

[Conflict Resolution Strategies - Online](#)

While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict styles to solve problems. Explore your own preferred styles, practice how to use skills, and apply a conflict resolution model for your workplace.

Aug. 20-21, 8am-Noon, \$289. Zoom platform

[Learn more and register!](#)

[Managing the Performance of Others](#)

Performance appraisals and annual reviews are among the most dreaded management tasks. In this session, learn how to shift the focus from yearly performance appraisals and annual reviews to the broad spectrum of performance management. Among the topics explored: professional employee development, personal development training goals, cross-training, challenging assignments, and regular performance feedback.

Aug. 27, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

Emotions at Work: Effectively Managing What Lies Beneath

We are all feeling some pressure right now. It may be work or home, but emotions are much closer to the surface than we like. If you are an organizational leader, you most certainly have employees struggling right now with more acute emotional experiences given life circumstances and/or work situations. This workshop will examine the various ways we interact with and manage our emotions while providing you skills to take some control back. We will look at different kinds of emotion, ways to adapt, and practices that will help us get back in the driver's seat. Come explore what lies beneath and learn tools to take charge.

Aug. 28, 9am-Noon, \$125. Zoom platform

[Learn more and register!](#)

Thank you for supporting NCC & CBI!