

How to get ahead and stay ahead in today's competitive environment.

Upcoming Trainings

- December 11, 2012
Strategic Planning Workshop
Brattleboro
- January 19 & 26, 2013
OSHA 10 - Construction Industry
Brattleboro
- January 30 - April 24, 2013
SHRM Learning System
White River Junction

For more information and to register:



- February 11, 2013
Supervisory Leadership Program
- Ongoing
WorkKeys Group Testing

essential skills series

QR Codes to register for these sessions:

December 7



December 21



January 11



Sponsored By:

SeVEDS



essential skills series

What Managers and Leaders Need to Know...

Join us for three Friday morning coffee and conversation sessions discussing essential skills for today's managers and leaders.

Hosted by

CCV and Vermont Tech



Coffee & Conversation

Skills
Everyone
Needs...

We asked,
you told us
the skills
your region
needs to
succeed.

Session 1: December 7, 2012

Location: Vermont Tech, Brattleboro

Assessing the Training Needs of Employers

Discuss qualitative and quantitative measurements for determining employee training needs and the strengths and weaknesses of each. Linking business strategy to development plans. Assessing employee transition and retirement impact on needs. Transferring knowledge from one generation to the next.

Session 2: December 21, 2012

Location: CCV, Brattleboro

Building Work Ethic and Personal Skills for Employees

Defining work ethic and personal skills. Differentiating between attitudes and behaviors. How we can evaluate work ethic and personal skills. Training strategies to build work ethic and personal skills. Strategies for recruiting and employee development.

Session 3: January 11, 2013

Location: Vermont Tech, Brattleboro

Evaluating and Developing Supervisory Skills

Understanding managerial, supervisory and leadership skills and how they relate. Assessing supervisory skills and skill gaps. Creating development plans that meet business and individual needs. How to select training and outside resources to assist in training processes.

Session Format

8:00 a.m.
Continental Breakfast

8:00 – 9:00 a.m.
Informal Topic
Presentation

9:00 – 10:00 a.m.
Discussion on applications
and participant
experiences.

We will also update you on
the CCV and VTC facility
and program plans.

Registration Questions?

tcooper@vtc.edu
802-879-2380
