Employees are an organization’s most valuable resource. This training will show how leaders can help their direct reports mature and grow within their positions through setting expectations, providing feedback and effectively communicating. These skills focus on assisting employees in becoming invested in their job, dealing with issues proactively, and considering their long-term career development.

**Course Topics:**

**Setting Expectations**
- Understand how to set expectations with employees
- Develop skills to be fair and consistent to all employees
- Learn how to empower others to take ownership and be accountable for their work

**Providing Feedback**
- Learn techniques to provide constructive feedback
- Know techniques for a successful “coaching conversation” with employees
- Understand difference between coaching proactively and coaching reactively
- Learn how to handle conflict and make it a constructive experience

**Communicating Effectively**
- Learn how to handle issues and provide effective communication to employees
- Develop employees to excel in their jobs
- Learn best practices to provide career coaching to employees

**Course Information:**
$280.00 (Qualified Salt Lake County companies and individuals pay only $140.00 per person).

**For more information or to register, contact:**
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