LEADERSHIP DEVELOPMENT SERIES

VITAL LEADERSHIP

Organizations nationwide have embraced this dynamic program to address the recurring management challenges of today.

"Vital Learning is by far the best partner for providing supervision training for our employees. The course materials are solid. The classes are easy to facilitate. The exercises guarantee participation."

Tiffany Landrum,
VP, Training and Development, Financial Institute

ONLINE COURSE LISTING

Vital Learning's Leadership Development solutions provide your management team with the skills they need to become complete, effective leaders in today's complex work environments. Vital Learning's courses are practical not intellectual, supplying new and experienced leaders with down-to-earth, how-to techniques and strategies to improve team performance.

All courses include pre- and post-tests and skill practices. Each can be customized to reflect your specific business or industry. Videos represent modern workplace environments and scenarios. Delivery options are designed to fit your complex work environment and include classroom, eLearning, or blended. The Virtual Learning curriculum is relevant, flexible, results-oriented, and value-driven.

LEADERSHIP SERIES

The following are learning solutions essential to overcome challenges every leader confronts on a daily basis:

- *Essential Skills of Leadership*
- *Essential Skills of Communicating*
- *Coaching Job Skills*
- *Communicating Up*
- *Delegating*
- *Developing Performance Goals and Standards*
- *Effective Discipline*
- *Improving Work Habits*
- *Managing Complaints*
- *Providing Performance Feedback*
- *Resolving Conflict*
- *Supporting Change*
- *Developing and Coaching Others*
- *Motivating Team Members*
- *Solving Workplace Problems*
- *Leading Successful Projects*

RESEARCH SHOWS THAT LEADERS OFTEN STRUGGLE WITH:

- Resolving conflict among employees.
- Holding power rather than delegating to others.
- Giving employee feedback that improves performance.
- Leading special projects effectively and meeting deadlines.
- Leading team members effectively through change.

vital LEARNING

RELEVANT

For nearly a quarter of a century, organizations around the world have trusted the Vital Learning Leadership Curriculum to enhance the performance and productivity of their leaders — from team leaders to supervisors to managers. These leaders are at the very center of an organization, holding the strategy and management direction from above, in alignment with the staff and employees' operations below.

Vital Learning's Leadership Curriculum focuses on the core skills that mid-level leaders require to thrive. From leading projects to resolving conflict to setting goals and standards and providing effective feedback, the Vital Learning Leadership Curriculum helps leaders successfully address these challenges and more.

The curriculum reflects the growing range of responsibilities for which mid-level leadership is accountable. Vital Learning offers 16 different programs that cover these critical challenges.

FLEXIBLE

The Vital Learning Leadership Curriculum is a solution to help develop the skills of managers, supervisors and team leaders, even in the face of the organization's constraints. Solutions are offered in several convenient ways to best meet the needs of the organization and perhaps of the different departments within the organization.

Delivery Methods

Organizations may choose the Vital Learning training sequence and delivery method that fits best, makes the training efficient given current circumstances, or suits a given group's circumstances or location. The curriculum can also be customized to any industry or organization.

Classroom Course

New ideas, illustrative videos and relevant exercises provide participants the opportunity to learn not only what to do to be an effective leader and why to do it but also, most importantly, how to do it. The core methodology behind every Vital Learning classroom course is to enable each participant to become fully competent and highly confident as he/she completes a course.

Throughout the training, leaders review case studies, participate in team learning and teach-back sessions, practice new skills, and receive solid coaching in a safe learning environment. Participants then simulate an actual work situation, which provides an opportunity for them to use the skills learned in a workplace-type environment.

Additionally, each participant workbook contains extensive resources and a troubleshooting guide designed to reinforce continued learning as participants apply the skills learned when they return to the job — where it matters most.

All of this is accomplished in a four-hour-per-module classroom setting.

Online E-Learning Modules

Vital Learning's eLearning training offers the same cognitive learning information as the on-site courses. The material is highly interactive, utilizing multiple methods of learning designed to keep eLearning participants engaged and challenged.

ELearning participants can complete the online learning on their schedules and at times that least interrupt their workflow.

A complete video, identical to the classroom course, provides eLearning participants with traditional and positive examples of the skill points and ways to apply them.

Each eLearning module takes one to two hours to complete satisfactorily. Pre- and post-testing is available, as well as complete online reporting information.

Blended Learning Opportunities

Blended learning is an artful combination of classroom course with e-learning. It provides participants with the most powerful and personal learning experience possible.

By combining classroom and online learning, participants can learn at their own pace, practice in a safe coaching environment, and use Vital Learning's extensive resources and troubleshooting guides designed to reinforce continued learning.

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DEVELOP YOUR LEADERS RIGHT AT THE OFFICE

Training Support

Each facilitator guide includes a Facilitator Resource CD that contains forms, a PowerPoint presentation, a pre- and post-test, and additional materials to help instruct the programs and enable participants to have a more powerful learning experience.

Support is also provided to facilitators and participants through Vital Learning's exclusive Web site. This site contains downloadable, interactive forms, assessments, trainer tips, certificates of completion and much more designed to enhance and reinforce the learning experience.

RESULTS-ORIENTED

Vital Learning delivers Leadership Development with one thought in mind — to make each participant fully competent and highly confident.

As much as 50 percent of "learning" comes after the class, back on the job. Vital Learning provides an extensive array of resources and tools designed to help participants apply skills after they leave the learning environment. Resources and tools include online information Web sites, interactive forms for implementation, troubleshooting guides to use in solving workplace difficulties, and ongoing access to online modules filled with videos and interactive tools to reinforce learning.

VALUE-DRIVEN

Bottom line: The Leadership Curriculum offers relevant learning across a wide range of challenges, ultimate flexibility with implementation to fit any organizational situation, and results based on competent leaders who are enabled with tools for reinforcement — all at the industry's most competitive price/value proposition.

Furthermore, all Vital Learning Leadership Development courses earn college credits for participants.

Try the Vital Learning Leadership Curriculum. We believe if you try these programs, you will join our ever-increasing legion of satisfied customers who have experienced real and meaningful improved leadership.

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For purchasing information:

800-821-2487/770-860-9464
www.Chartcourse.com
info@chartcourse.com

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