

# SUMMER LEADERSHIP INSTITUTE PDX

*Where emerging leaders grow and thrive.*

***Taking the leap into a management position can be tough.***

*That's why we have created the Summer Leadership Institute PDX to provide emerging leaders with a solid leadership foundation. We have included four foundational courses in the Summer Leadership Institute that will be sure to send you on the path to success in terms of leading and managing your team.*

## SOUND FAMILIAR?

- You landed the opportunity of a lifetime to manage a team. But, now you feel like an impostor discovering you still have a lot to learn. Now what?
- As a new leader you have yet to establish a solid system of leading and managing your team. This makes leading a team sometimes overwhelming.
- At times, your office is a revolving door of employees popping in to ask a quick question and as a result you can't get any of your own work done.
- You don't seem to hit the right tone, make the right connection or communicate your message, so team members get frustrated and the work doesn't get done.
- You'd like to find a way to have your team members work together, get along and have the least amount of conflict and you know you can use more interpersonal skills to accomplish a functional team.

## COURSE OFFERINGS



*Building Bridges, Not Boxes;  
Key Communication Skills for  
The Emerging Leader*



*Essential Coaching Skills for Leaders;  
7 Coaching Strategies You Can't  
Live Without!*



*Tackle the Time Thieves;  
Time Management Skills That Work*



*Building Effective Teams;  
Cultivating Best Practices  
to Create Your Dream Team*

## EVENT DETAILS

**July 7th – July 30th** on Tuesdays and Thursdays at Montgomery Park  
*Attend an entire series or select the 4 classes that work for your schedule  
Coffee and pastries provided / Complimentary parking included*

**MONTGOMERY PARK  
BUILDING**  
2701 NW Vaughn, PDX

### SERIES A TUESDAY 8:30AM - 11:30AM

**July 7:** Key Communication Skills

**July 14:** Essential Coaching Skills for Leaders

**July 21:** Time Management

**July 28:** Building Effective Teams

### SERIES B THURSDAY 1:00PM - 4:00PM

**July 9:** Essential Coaching Skills for Leaders

**July 16:** Key Communication Skills

**July 23:** Building Effective Teams

**July 30th:** Time Management

# SO WHAT ARE THESE CLASSES ABOUT?

## ***Building Bridges, Not Boxes; Key Communication Skills for The Emerging Leader***

Your success at any organizational level depends largely on your ability to deal with other people. In this business-oriented approach to interpersonal relationships, we show you how to assess various communication behavior patterns and how to use that knowledge to capitalize on your strengths, minimize your weaknesses, and get the results you want from others.

In this interactive workshop you'll discover not only how to recognize your particular style but also how to use that knowledge to communicate with and manage others more effectively, decrease conflict, and enrich professional relationships.

## ***Essential Coaching Skills for Leaders; 7 Strategies You Can't Live Without!***

Coaching skills help you manage your fully engaged employees to do what they do best. It's a kinder, gentler way to manage and allows you to loosen the reins a bit. Participants walk away with coaching strategies, an action plan and the accountability needed to execute that plan. These coaching skills, implemented correctly, will transform your leadership style.

## ***Building Effective Teams; Cultivating Best Practices to Create Your Dream Team***

Effective teams come in all shapes and sizes. There are a few unspoken rules that cause some teams to function at a higher level than others. We will tap into those best practices, identify the pitfalls of building a cohesive and effective team as well as how to solve chronic problems. A nice dose of interactive, high-energy team building activities will be woven throughout.

## ***Tackle the Time Thieves; Time Management Skills That Work***

You had your day all planned out and then your boss walks in with an emergency. Now what? In this workshop we help you identify true priorities when everything is urgent, identify and eliminate time-wasters and distractions by dramatically increasing your focused, productive time, stay on track and make progress with your goals and make your workspace work for you.

## SAVE YOUR SEAT TODAY

REGISTER AT: [www.mcgeachyconsulting.com](http://www.mcgeachyconsulting.com) or [www.crowningcommunications.com](http://www.crowningcommunications.com)

"Early Bird" benefit until June 19: \$597. Regular pricing registering June 20 or later: \$697.

Special pricing available for groups of 5+

Space is limited and preregistration is required.

## MEET YOUR FACILITATORS



Amy McGeachy

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*Amy McGeachy, PHR is an HR Consultant & Professional Development Coach in Portland Metro Area. Amy is a certified HR Professional (PHR) through the Society of Human Resource Management (SHRM) and a Certified Coach through the Coach Training Alliance (CTA) and a member of the International Coaching Federation (ICF). Amy works with businesses in the areas of training, recruitment, employee relations and strategic HR.*



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*Berry Kruijning, LL.M, PHR, a leadership development and conflict management coach and consultant offers her clients a unique set of analytical and people skills, based on her background in law and human resources. Berry has an extensive international experience in training in working with emerging leaders in global settings and helps leaders to bring back humanity in the workplace by building dynamic team relationships and communicating effectively when the stakes are high.*