



# Professional Leadership and Career Development

Tuesday, November 5, 2019 ♦ 9 am - 4 pm

## How to Stop Worrying and Start Leading

Leadership skills, or competencies, start with behaviors. What you do every day counts. What do you do every day? Do you know how to develop those skills and where do you start? Maybe you did not graduate from a university or maybe you just got that big promotion from Plant Supervisor to VP and now you realize you need those leadership skills. You are not alone. Do you know what you should do first? How do you develop the foundation upon which you can build those leadership competencies? Leadership is composed of many different elements – knowing the right way to shake hands; being comfortable meeting new people even if those people seem intimidating; looking and sounding professional on camera; commanding attention when speaking; knowing when to listen and let others speak!

This full-day interactive workshop puts it all together as a guide to better understanding of the basics. You will leave with your own Individual Development Plan. You will have the foundation strategies, some simple and straightforward, some more complex, to implement the action you need to take. Leadership is more than just a buzzword – start now and learn to lead yourself using actual strategies that you can use immediately.

**Please note: Bring a lunch**

Registration Code: **BUSN-1954-T0601**  
Fee: **\$185**  
Oakland Community College  
Auburn Hills Campus  
2900 Featherstone Road  
M-TEC Building, Room 236

Register online at [oaklandcc.edu/ce](http://oaklandcc.edu/ce)  
or for more information call  
**248.232.4167** or **248.232.4150**



**OAKLAND COMMUNITY COLLEGE®**  
Economic and Workforce Development