



SMACNA GREATER CHICAGO

ANNUAL LEADERSHIP

WORKSHOP PROGRAM

PART 1: LEADERSHIP WITHOUT LIMITS // //



2024/2025



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Dear SMACNA Greater Chicago Members and Industry Fund Contributors,

We're excited to announce the return of our Annual Leadership Workshop Program this Fall! This series was designed to empower sheet metal contractors with the skills to thrive in the construction industry.

Leadership Without Limits: A 4-Part Boot Camp

This comprehensive program is tailored for:

- Seasoned leaders seeking to enhance their skills
- Emerging leaders poised for key management positions

The curriculum covers essential leadership topics, including:

- Time Management
- Core Communications
- Essentials of Leadership
- Coaching & Counseling

Invest in Your Team's Future

Enroll your key employees in this valuable program to invest in their growth and your company's success. Limited spots are available — act soon to secure your place!

Sincerely,

Tony Adolfs
Executive Vice President



WORKSHOP DETAILS

LEADERSHIP IS NOT A POSITION OR A TITLE —
IT IS AN ACTION AND EXAMPLE.



DARRYL HARRIS

Featured Speaker
Part 1
Sessions 1-4

Darryl Harris is a consultant, trainer and coach, focused on helping organizations improve their performance by developing the skills and competencies of their people. Harris has an abundance of energy and passion for helping organizations develop and grow in a rapidly changing environment. His clear common sense approach has helped thousands of people learn how to successfully overcome these challenges. He brings an international background of almost 30 years of experience in the areas of leadership development, strategic planning, team effectiveness, customer skills and more.

The workshops are designed to build on one another, so take them all for the greatest impact on your leadership style. Or, if time constraints don't allow for all four, take at least one to get a leg up on leadership.

- 1 TIME MANAGEMENT**
THURSDAY | 10/10/24
Register by 10/3/24
**See pages 4-5 for class description.*
- 2 CORE COMMUNICATIONS**
THURSDAY | 11/14/24
Register by 11/11/24
**See pages 6-7 for class description.*
- 3 ESSENTIALS OF LEADERSHIP**
THURSDAY | 12/12/24
Register by 12/2/24
**See pages 8-9 for class description.*
- 4 COACHING & COUNSELING**
THURSDAY | 1/16/25
Register by 1/9/25
**See pages 10-11 for class description.*

REGENCY TOWERS CONFERENCE CENTER
1515 W. 22nd St., Oak Brook, IL
8am – Noon | Breakfast at 7:30am

MEMBERS	NON-MEMBERS
FREE for all four sessions	\$35 per session \$125 for 4 sessions



Registration is limited to the first 30.
REGISTER FOR CLASSES NOW AT
SMACNAGreaterChicago.org/Annual-Leadership



PART 1 - SESSION 1

TIME MANAGEMENT

IT'S TIME TO TACKLE DAILY INFORMATION OVERLOAD.

As we navigate countless personal demands, make dozens of decisions and juggle numerous projects each day, it's no wonder that anxiety, confusion and loss of control impair both personal and corporate productivity.

Our lives cry out for balance, and yet few can identify — let alone practice — the skills needed to maintain a sense of order and control.

SOUND FAMILIAR?

IDENTIFY YOUR **PERSONAL** EFFECTIVENESS.

In this session, you can begin to identify the personal effectiveness skills essential to today's fast-paced environment. Whether you prefer to utilize digital tools or a paper-based process, the workshop will focus on applying key skills to result in immediate and dramatic improvements that will help you:

- Develop effective techniques for planning and achieving short and long-term goals
- Prioritize your daily activities/tasks to accomplish your most important work
- Plan and schedule the necessary time for highly important work
- Make effective decisions and handle information flow efficiently
- Delegate with confidence and track delegations with greater ease and success
- Gain control through personal organization and desk management
- Plan and execute productive meetings
- Achieve balance in the key areas of life

You have endless emails and voicemail messages, many of which are marked urgent



You have a critical meeting in 15 minutes and you're still waiting on updated figures from colleagues



You have two proposals that are due today and you haven't started one draft



Every time you sit down to tackle your unfinished projects, the telephone rings or someone interrupts you to ask if they could have a minute of your time



You have just been asked to entertain an out-of-town client after work



Your daughter's softball league final is this afternoon and she wants you to attend



PART 1 - SESSION 2

CORE COMMUNICATIONS

THE PATH TO SUCCESS RUNS THROUGH
GREAT COMMUNICATION.

This session is best for those who want to build collaborative relationships and exemplify trust and respect, including new managers, supervisors and new hires who want to work confidently with others.



BEST PRACTICES **TO GUIDE YOU TO INFLUENCE, ENGAGE & ACTIVATE.**

Whether you're in a one-on-one meeting, negotiating with a vendor or speaking with a client, effective communication skills can help you handle any situation with confidence and finesse. Yet, the demands of a busy schedule often prevent us from dedicating a day to honing our communication skills, learning new techniques and practicing approaches to solve persistent problems.

This workshop will take participants from theory to practice with a solid combination of relevant content and opportunities for practice. Participants will explore the vast landscape of interpersonal communication best practices that can help them reach goals and secure a strong career path.

LEARN HOW TO

- Define your communication style and "read" others
- Resolve conflict and work constructively with emotions
- Speak assertively — the language of leadership
- Make smart choices with social media
- Enhance your active listening skills to anticipate and avoid common misunderstandings
- Organize your thoughts to communicate clearly
- Match body language to your message
- Maintain your composure in challenging interactions
- Eliminate communication roadblocks like "weasel words" and verbal fillers
- Motivate and move people to action

PART 1 - SESSION 3

ESSENTIALS OF LEADERSHIP

PREPARE FOR A COMPLETE
CHANGE OF RESPONSIBILITIES.

This session was designed specifically for newly promoted and frontline supervisors, to help strengthen their leadership abilities and improve communication and interaction with their teams.

ENGAGING, **IMPACTFUL** // **THIS SESSION COVERS** SOLUTIONS.

Strong leaders are a hallmark of today's most successful businesses. Resourceful, motivating and influential, these individuals are often born leaders who intuitively know what needs to be done and act on their instincts.

More often than not, however, supervisors are promoted from within the organization, with top candidates rewarded for their technical expertise and strong performance by upper management — not their leadership know-how. Due to increasingly complex demands in today's business environment, such as doing more with less and ensuring 100% customer satisfaction and employee safety, formalized leadership training for newly promoted and frontline managers is simply not a priority.

So, how can you make sure your managers, supervisors and other business leaders receive the tools they need to succeed?

This program will prepare participants for a complete change of responsibilities and offer a plan for the challenges ahead. It will instill confidence in their role, while teaching them the expectations that come with leadership within a company. This session will teach and reinforce specific proven skills in a fast-paced, invigorating environment that will leave your supervisors well-prepared for the challenges awaiting them.

Characteristics of successful leaders

Setting and achieving goals

Understanding the difference between leading and managing

The role of emotional intelligence in a leadership position

Creating a positive, motivated environment that allows employees to grow

Effective communication

Sharing the vision and the role every employee plays in achieving this vision

Holding people accountable

Correcting poor performance

Identifying various leadership styles

PART 1 - SESSION 4

COACHING & COUNSELING

STOP WASTING TIME.

COACH AND COUNSEL YOUR TEAM EFFECTIVELY.

This intensive workshop provides a series of activities, interactive exercises, role plays and case studies. It will help develop the confidence and experience necessary to coach your entire team toward improved performance and productivity!

YOUR TEAM MUST BE **PERFORMING AT 100%** TO PRODUCE OUTSTANDING RESULTS.

Managers perform a variety of tasks daily, from scheduling and attending meetings, to reviewing metrics and generating client reports. Customer satisfaction always comes first, so when a team member's performance slips, providing critical feedback and coaching is often a reactive practice instead of proactively encouraging job performance improvement.

In today's extremely competitive environment, successful managers recognize that all team members must perform at 100% to produce outstanding results. Whether you are working with a new employee or a seasoned veteran, there are always opportunities to coach and counsel employees to help sharpen their skills and boost their performance.

OUTCOMES ...

- ▶ Understand how to deliver feedback to both praise and correct team members, while developing a positive atmosphere going forward
- ▶ Learn how to confidently have difficult conversations early and develop an effective and mutually agreeable action plan
- ▶ How to identify and work with different behavior styles to provide coaching and counseling support that will be meaningful for all team members
- ▶ Develop strategies and skills to effectively address and resolve conflicts leading to the highest quality outcomes
- ▶ Learn proven communication techniques that increase the impact and understanding of information among all team members
- ▶ Understand how to turn the performance review session into a productive coaching session to yield improved performance
- ▶ Clearly understand the distinction between "coaching" and "counseling" and when they are appropriate



1415 West 22nd Street, Suite 1200
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Call: 708-544-7007 | Email: Laurie@SMACNAGreaterChicago.org

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