



Overview

Focusing on the future, along with personal and professional growth. Come join us in a series of career and personal training sessions that will cover team building, communication skills, customer service, building better relationships and careers. You can create a new look or perspective on life, leadership and personal growth. Check the box for the session(s) you would like to attend.

Sessions

Registration

\*\*If we are not able to meet in person, we will offer Zoom Meeting's\*\*

1. Create a Healthy Work/Life Balance

Wed, Aug 12 | 11:30 am – 1:30 pm

Brenda will share lessons she's learned, along with insights from leading voices in the fields of time management and life balance. Participants will take The Life Balance Quiz and learn practical, take-home strategies for prioritizing, maximizing, efficiency, delegating, and determining when to say 'yes' and 'no'.

2. Say This. Not That.

Wed, Sept 9 | 11:30 am – 1:30 pm

This engaging and upbeat session will start with a basic definition-and several synonyms-of tact: Finesses, Thoughtfulness, Common Sense, Subtlety, Good Manners. We'll then work into several strategies for being more tactful in everyday interactions, including 25 words and phrases to avoid, and several common workplace communications, along with 'less' and 'more' tactful working.

3. Generation Z

Wed, Oct 14 | 11:30 am – 1:30 pm

We will identify what is unique about Generation Z in their strengths, experiences, preferences, and discuss how our organizations might best attract, engage, and retain these young workers. Join us as we get to know this 'newest kid' on our workplace block!

4. Holding Accountable the Under Performing or Difficult Employee

Thurs, Nov 12 | 11:30 am – 1:30 pm

Learn several strategies for setting clear expectations for staff, and we will outline a step-by-step approach for giving corrective feedback and following through when an employee is not performing up to those standards.

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Session 1: August 12 | 11:30 – 1:30 pm Zoom
Session 2: September 9 | 11:30 – 1:30 pm Zoom
Session 3: October 14 | 11:30 – 1:30 pm Zoom or The Shores
Session 4: November 12 | 11:30 – 1:30 pm Zoom or The Shores

Pre-registration is required. Cost is \$30.00 per session. Due to covid-19, the meeting might be held via zoom.

Mail or email your registration forms to:

Mail: Kossuth/Palo Alto Co. EDC
106 S. Dodge St., Ste. 210
Algona, IA 50511

Email: kcedc@kossuthia.com