

# LEADERSHIP TRAINING

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Whether your organization is big or small, good leadership is key to long-lasting success. We have leadership training options that can help you tap into the leader within.



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Toll Free: 1-866-652-3456 ext. 8623 | Direct 780-849-8623  
Office Hours: Monday to Friday 8:15 a.m. - 4:30 p.m.

# LEADERSHIP TRAINING

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## ALL “A-BOARD” - VIRTUAL BOARD MEETINGS

(Code: BU337)

As more and more boards move toward virtual meetings, it can be a challenge, especially if everyone is not comfortable with the online meeting environment. How do you take minutes? How do you have discussions? What about rules of order? In this session, learn some valuable tools to make your virtual board meetings work so your organization can remain efficient and effective, even when they can't meet in person.

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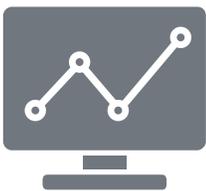
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## ALL “A-BOARD” - FINANCIAL BASICS FOR BOARD MEMBERS

(Code: BU342)

This session is for board members to gain a better understanding of the finances of their organizations. Topics include using financial controls to protect the organization's funds, requirements of the Societies Act, liability issues and what to look for when reviewing the financial statements of the organization.

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## COMMUNICATING EFFECTIVELY IN A VIRTUAL WORLD

(Code: BU307)

This session looks at the challenges faced by us as we move most of our client communication to the digital world. How can you communicate effectively via email, online meetings, and text, while still maintaining a professional image? Learn how to use these tools to communicate effectively when you cannot meet in person.

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## COMMUNICATION - GETTING THE MESSAGE ACROSS

(Code: ES115)

Learn how to send and receive clear messages that minimize confusion and emphasize understanding.

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## EFFECTIVE ONLINE MEETINGS

(Code: BU003)

Many businesses and organizations have moved to almost exclusively meeting online. It has raised some very specific challenges as we work towards this “new normal” method of getting the job done. In this session, learn how to use your time more effectively by choosing when to meet online, using an agenda to stay on track, and learning of activities that will inspire more interaction from participants. Spend less time meeting and more time doing!

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## EFFECTIVE SUPERVISION – DIRECTING, COACHING, AND FACILITATING EMPLOYEES

(Code: ES110)

Develop a toolkit of supervisory skills, so you can use the most effective approach in any situation and bring out the best in your employees.

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## INTERVENTION – MANAGING EMPLOYEES WITH PERSONAL PROBLEMS

(Code: ES130)

Personal issues affect job performance, productivity, team morale, and safety. For that reason, learn how to recognize troubled employees, and direct them to the appropriate resources for help.

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**Same quality  
instruction you would  
receive in a traditional  
classroom, just offered  
live in an online  
environment.**

# LEADERSHIP TRAINING

## LEADERSHIP - GIVING EMPLOYEES WHAT THEY NEED TO SUCCEED

(Code: ES105)

Identify your personal leadership style, and how to use it effectively. Learn how to inspire your employees to focus on the big picture.

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## RESOLVING CONFLICT – REACHING AGREEMENT AT WORK

(Code: ES135)

Turn conflict into opportunity by maximizing the opportunities created by differing ideas. Learn how to reduce the potential for conflict.

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## LIVEN UP YOUR DELIVERY - PRESENTING EFFECTIVELY ONLINE

(Code: BU105)

Many people are using a variety of software programs to present information and training online these days. In fact, it can be quite a challenge to do this in such a way as to keep your audience interested and engaged in the material, especially when they are not in the room with the presenter. In this session, learn how you can effectively present online by developing effective visual aids, and making use of the many features of your online software programs to liven up your delivery.

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## SAVE ON TRAVEL!

Instruction and interaction with peers and instructors is live.

## MANAGING TIME - SCHEDULING PEOPLE, PAPER (DIGITAL, AND PRIORITIES

(Code: ES100)

Explore ways of working smarter so that you can proactively manage the people, paper, and digital priorities that come your way. This course will teach you techniques to get control of your time and organize your workday so you can effectively supervise employees, minimize interruptions, and get your own work done.

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## PERFORMANCE MANAGEMENT – OPTIMIZING RESULTS

(Code: ES125)

Learn how to assess employee performance on an ongoing basis, so that you can identify what employees are doing well. In addition, learn how to coach and problem solve to help your employees achieve optimal performance.

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## STAYING POSITIVE – REWARDING AND ENERGIZING EMPLOYEES

(Code: ES140)

This course helps you to recognize and reward your employees to build a positive and productive workplace.

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## WORKING TOGETHER – BUILDING EFFECTIVE RELATIONSHIPS IN YOUR WORKPLACE

(Code: ES120)

Learn how to build and sustain good working relationships that create cooperation, interdependence, and high morale among employees.

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