

Leadership Development Series

Held Monthly (November 2018 – June 2019)
at ABC's Keystone Center for Construction Careers



Training held in partnership with
ABC Keystone & AIA Pennsylvania



AIA Pennsylvania
A Society of The American Institute of Architects

8:00 am – 10:00 am first sessions,
10:15 am – 12:15 am – second sessions

Topics to be covered (Register for the entire series or individual sessions):

1. November 13, 2018 -----Self-Management - The Art of Getting Things Done
2. December 11, 2018 ----- Leadership vs. Management
3. January 8, 2019-----Communication I – Discovering your DiSC Style
4. January 8, 2019*----- Communication II – Communication for Success
5. February 12, 2019----- Engaging and Mobilizing Your Team
6. February 12, 2019*-----Networking / Referrals / Strategic Alliances
7. March 12, 2019 ----- Presentations – Removing the Fear
8. April 9, 2019 -----Building a High Trust Team: Who's Got Your Back?
9. May 14, 2019- Where's the Cash? Understanding Financials for Non-accountants
10. June 11, 2019 ----- Laws of Leadership

**Register for the
entire series or
individual
sessions!**

*Indicates second session

"A valuable course that guides you through the many areas of leadership. Each step builds on the next, giving you a well-rounded understanding of what it takes to be a valued leader in your organization." - Jessica Craft, James Craft & Son, Inc.

Seminar Description:

What are you doing to retain your top talent?

How are you developing your organization's executives of the future? This interactive leadership series is designed for up-and-coming leaders in your organization, field personnel moving into a leadership role, and experienced leaders who want a "refresher." Develop leadership skills critical to a successful career and business!

Research indicates that top performers can be as much as 1000% more productive than your average employee. Yet, it takes 10 years to develop even a top performing leader to be successful in an executive role. In order to retain high potential individuals, organizations must continue to invest in their training and development. The Professional Development Leadership Series Program can help you do just that.

The Leadership Development program at ABC Keystone is an interactive series to develop the future leaders of your organization. Designed to enhance the skills of both existing and new leaders this series has met with outstanding reviews. [Sign up for the entire series at a discount or "opt in" to individual sessions.](#)

Benefits of Attending:

Top three reasons to send your team leaders for leadership development:

1. Prepare your leaders to meet their daily challenges with proven tools.
2. Great way to advance and retain your top talent.
3. Proven, practical course geared towards leadership development in the construction industry.

>>> See session descriptions on page 2

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Who Should Attend:

Project executives, project managers, project engineers, estimators, departmental managers, superintendents, and anyone in a supervisory position or those who will be assuming supervisory responsibilities are encouraged to attend.

Everyone whom companies must prepare and develop as future leaders to take their place and anyone responsible for creating the right “teams” needed to drive business successfully should attend!

Instructor:

Jeff Witmer, Pathway Business Advisors, started and developed a nationwide, industry leading business generating over \$16M in sales and 62 employees, which was profitable within 8 months of start-up. He is currently an owner/partner of Pathway Business Advisors. Jeff is an expert in various aspects of business management and systems including: team development, sales and marketing, finance and accounting, information technology.



Session Descriptions:

1) Self-Management:

The Art of Getting Things DONE!

(November 13, 2018 / 8:00 am – 10:00 am)

- Get more done in less time.
- Create a new kind of schedule.
- Discover your “zone.”

“I really enjoyed learning about the different leadership styles, and that different styles are all acceptable at different times.”

– Nicole Bazdar, James Craft & Son, Inc.

2) Leadership vs Management

(December 11, 2018 / 8:00 am – 10:00 am)

- What makes a great manager or a great leader – they are not the same!
- Skills to recognize and develop your next generation of leaders.
- Awareness of the characteristics and how to further develop them in your next generation of leaders.

“A valuable course that guides you through the many areas of leadership. Each step builds on the next; giving you a well-rounded understanding of what it takes to be a valued leader in your organization.”

- Jessica Craft, James Craft & Son, Inc.

>>> More sessions on page 3

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3) Communication for Success

Session I: Discovering Your DiSC Style

(January 8, 2019 / 8:00 am – 10:00 am)

Ever feel like you just can't "get through" to the other person?

- Understand your communication style and how to morph to the style of others for success.
- This is a must have tool for anyone working with people.

"There was some very good concise information that I can take back to make our company better."

- Ross Clubb, Flyway Excavating, Inc

4) Communication for Success

Session II: Communication is Everything!

(January 8, 2019 / 10:15 am – 12:15 pm)

Ever feel like you just can't "get through" to the other person?

- Understand your communication style and how to morph to the style of others for success.
- This is a must have tool for anyone working with people.

PRE WORK REQUIRED FOR THIS SESSION

"Very good learning!"

- Chad Kreider, Commonwealth Fire Protection

5) Engaging and Mobilizing Your Team

(February 12, 2019 / 8:00 am – 10:00 am)

- Engage and inspire your team.
- Engaged teams are more productive and have lower turnover.
- Utilize the seven drivers of high engagement.

"A great set of tools to build your foundation for a functioning successful team."

- Jessica Craft, James Craft & Son, Inc.

6) Networking / Referrals / Strategic Alliances

(February 12, 2019 / 10:15 am – 12:15 pm)

Networking is a contact sport. Learn how to network and get results.

- How to effectively network.
- Referrals – discover the key to success
- Building a strategic alliance network.

"Jeff is very engaging from start to finish. The class was interactive and beneficial."

- Angie Martinozzi, Wickersham Construction

7) Presentations – Removing the Fear

(March 12, 2019 / 8:00 am – 10:00 am)

- Prepare yourself for that public speaking debut.
- Apply the best techniques from your peers.
- Employ what the "pros" do.

"Each session has provided me some new tools to use in my work life." - Brian Niles, Warfel Construction Company

8) Building a High Trust Team: Who's Got Your Back?

(April 9, 2019 / 8:00 am – 10:00 am)

Without trust you cannot move forward.

- Learn how to quickly build trust.
- How can you create a high trust team?

"Provided me with tools to grow as a more effective manager."

- Adam Shamenek, H.B. McClure"

9) Where's the Cash? Understanding Financials for Non-Accountants

(May 14, 2019 / 8:00 am – 10:00 am)

- What's important on the P&L.
- How to spot financial trends.
- What numbers are important in my business/department.
- Understanding the balance sheet.

"Great ideas for adapting your leadership styles based on the situation or who you are dealing with."

- Jessica Craft, James Craft & Son, Inc.

10) Laws of Leadership

(June 11, 2019 / 8:00 am – 10:00 am)

- Learn the fundamental laws you won't want to break.
- Leadership is a learned skill.
- Know the rules for successful leadership.

"I enjoyed the interactive planning exercises."

- Jesse Walker, James Craft and Son, Inc.

>>> Registration information on page 4

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Registration Information:

Register for the entire series for discounted pricing!

Preferred registration dates: November 6, 2018 for the series; seven days prior to course for individual sessions

Non-Member – Entire Series: \$1,850

Non-Member – Per Session: \$200

*ABC Member – Entire Series: \$1,295

*ABC Member, each add'l, same firm – Entire Series: \$1,200

*AIA Member – Entire Series: \$1,295

*AIA Member, each add'l, same firm – Entire Series: \$1,200

*ABC Member – Per Session: \$140

*AIA Member – Per Session: \$140

***ABC & AIA Members
receive a
30% Discount!**

Price includes course materials and certificate of completion.

Entire series registrants also receive a leadership manual.

Firm Name: _____

Phone: _____

Authorized By/Job Title: _____

Email: _____

Participant Name: _____ email: _____

Title: _____

Full Series

Individual Session(s) (circle session #) 1 2 3 4 5 6 7 8 9 10

Participant Name: _____ email: _____

Title: _____

Full Series

Individual Session(s) (circle session #) 1 2 3 4 5 6 7 8 9 10

TOTAL PARTICIPANTS: _____ TOTAL COST: _____ Check enclosed Invoice C.O.R.E. – Invoice balance

VISA / AMEX / MC Card #: _____ Print Name: _____

3/4 digit code: _____ Exp. Date: _____ Billing Address Zip Code: _____ EIN: 23-1618254

Call Jo Ann at 717.653.8106 / FX: 717.653.6431 / Email: joann@abckeystone.org / Register at www.abckeystone.org
Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.