

## Professional Development Classes

**COST:** \$150 per class

**LOCATION:** CGTC Macon Campus • 3300 Macon Tech Dr. • Macon, GA 31206

### Peer to Leader

January 24, 2020 • 9:00 am - 4:00 pm

It will help new leaders identify and overcome any challenges created by the promotion and develop the skills, strength, and confidence to successfully transition into a new role. This class is designed for new supervisors and managers.

### Effective Communication

February 21, 2020 • 9:00 am - 4:00 pm

This workshop helps participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

### Ethical Leadership

March 6, 2020 • 9:00 am - 4:00 pm

Focus on how to better coach employees to higher performance. Coaching is a process of relationship building and setting goals. Coaching well relates directly to fostering a great working relationship with your employees.

### Enhancing Interpersonal Soft Skills & Etiquette in the Workplace

March 27, 2020 • 9:00 am - 4:00 pm

This class is designed to develop and enhance the knowledge and skills necessary to behave ethically at all, including times of stress and crisis. This is practical training and will help calibrate your moral compass to ethical "True North".

#### To register, contact:

CGTC Office of Continuing Education

☎ 478.757.3445 ✉ [ceinfo@centralgatech.edu](mailto:ceinfo@centralgatech.edu)



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