

Class Title: FLC Recertification

Instructor: John Koontz

Class Description:

This class is designed for field leaders looking to renew their certification and enhance their overall leadership abilities and personal effectiveness.

Participants will engage in three intensive training sessions that cover key aspects of project leadership, practical time management skills, and everyday negotiating skills.

During these sessions, participants will:

1. Delve into critical leadership skills, exploring the nuances and responsibilities of effective field leadership. The importance of mentoring, coaching, and teaching will be reviewed and discussed.
2. Acquire advanced practical time management techniques, ensuring every moment is used to its fullest potential, thereby, increasing their efficiency and their overall effectiveness. This session will focus on the best practices of highly efficient and effective field leaders.
3. Learn the essential negotiating skills for positively influencing daily interactions, empowering them as leaders to navigate and resolve conflicts and other issues both adeptly and collaboratively.

Each of these three training sessions will feature an interactive discussion covering 16-18 important lessons, complemented by engaging mini workshops designed to deepen the attendee's understanding and practical application of these critical areas.

Class Agenda: FLC Recertification

Time	Activity
7:00 AM - 9:00 AM	Session 1: Practical Time Management Skills
9:00 AM - 9:15 AM	Break
9:15 AM - 11:30 AM	Session 2: Everyday Negotiating Skills
11:30 AM - 12:00 PM	Lunch
12:00 PM - 2:00 PM	Session 3: Project Leadership Skills for Field Leaders