



Louisiana Community &  
Technical College System

265 S Foster Drive • Baton Rouge, LA 70806



# *Get Ready!*

**Your time is valuable.** The Louisiana Community and Technical College System provides one day seminars to improve your skills in disciplines that will make your company more efficient and safe. Our seminars are designed to provide information and tools necessary to make you knowledgeable in human resources processes, time management, and productivity. We can also customize your training needs and provide training on-site.

This program will be beneficial for:

- Corporate Officials
- Executives
- Managers
- Human Resource Officers
- Community Based Organizations
- Educators
- Social Workers
- Government Employees
- Non-Profit Organizations
- Church Officials
- Self Employed Individuals

For more information on our Corporate Services and future seminar offerings visit [www.lctcs.edu](http://www.lctcs.edu).



# Get Ahead.

# Get Ready!



## Franklin Covey- The Proof is in the Process

### ***The 7 Habits of Highly Effective People* \$350**

Build a Foundation of Effectiveness Throughout Your Organization. Successful organizations and teams depend on personal performance, and personal effectiveness is nowhere more important than with your non-managerial, administrative, and staff-level employees. True, fully-aligned workforce performance demands that all employees share a common vision around your organization's mission, values, and goals, and that individuals are effective, both personally and professionally. With Franklin-Covey's one-day 7 Habits of Highly Effective People Introductory Workshop for Associates you can achieve sustainable superior performance across your entire organization. The universal principles taught in this workshop allow you to develop a common framework for improving character and harnessing the capacity of your workforce. This is even more critical as a new generation enters the workplace with a new set of values, perceptions, and expectations.

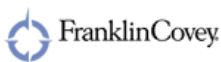
### ***The 4 Disciplines of Execution* \$250**

Core Competencies derived from this one-day seminar will enable each participant to:

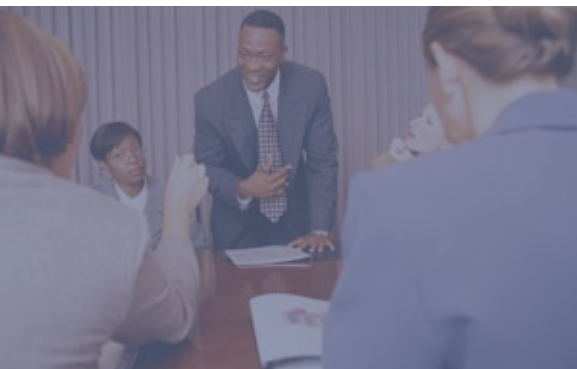
- Recognize the difference between merely important goals and mission-critical goals
- Identify key measures of success on team goals
- Break down work into a few key tasks
- Explain the distinction between traditional accountability and mutual accountability
- Demonstrate how to create a plan of action for improving execution

### ***Focus: Achieving Your Highest Priorities* \$250**

Focus: Achieving Your Highest Priorities workshop is the anchor of the FranklinCovey Focus Solution. This one-day course teaches productivity skills integrated with a powerful planning system that helps employees clarify, focus on, and execute the highest priorities-personally and professionally.



Crisis Prevention Institute, Inc.





## PrepareTraining® Program – Respect, Service, and Safety at Work®

The PrepareTraining® program offers proactive solutions for employees to respond consistently, confidently, and effectively in a variety of challenging situations. Any workplace environment facing difficult or disruptive customers, employees, or visitors will benefit from this unique program.

Seminars offered include key content from the PrepareTraining® Foundation Course. Participants will acquire the skills to effectively respond to anxious, irrational, angry, hostile, or potentially dangerous behavior, and minimize the negative impact of challenging encounters. Participant will:

- Examine issues that impact Respect, Service, and Safety at Work®.
- Learn how crisis situations evolve and develop.
- Explore the nonverbal and verbal elements of communication that can impact a crisis situation and practice verbal de-escalation strategies.
- Learn how to set limits with individuals who are verbally aggressive and noncompliant.
- Understand the relationship between one's own behavior and the behavior of others and learn to maintain your professionalism during confrontations.

### **Giving Bad News \$99**

Giving bad news is seldom easy, but for many it is a regular part of their jobs to provide information that an employee or customer does not wish to hear. This seminar will explore ways to present bad news directly and tactfully so the recipient still feels supported and at the very least, treated fairly.

### **Domestic Violence and Its Impact on Today's Workplace \$99**

This seminar will focus on domestic violence awareness and will provide practical information for all employees, in hopes that the workplace can be a central point for domestic violence prevention and appropriate interventions.

## When and Where

### **Shreveport** Bossier Parish Community College

- May 30, 2007-The 7 Habits of Highly Effective People
- May 31, 2007- The 4 Disciplines of Execution
- June 1, 2007-Focus: Achieving Your Highest Priorities
- June 7, 2007 Prepare Training® Program-Giving Bad News
- June 8, 2007-Prepare Training® Program-Domestic Violence

### **Lafayette** South Louisiana Community College

- June 11, 2007-The 7 Habits of Highly Effective People
- June 12, 2007-The 4 Disciplines of Execution
- June 15, 2007-Focus: Achieving Your Highest Priorities
- June 13, 2007-Prepare Training® Program-Giving Bad News
- June 14, 2007-Prepare Training® Program-Domestic Violence

### **Baton Rouge** Baton Rouge Community College

- June 18, 2007-The 7 Habits of Highly Effective People
- June 19, 2007-The 4 Disciplines of Execution
- June 20, 2007-Focus: Achieving Your Highest Priorities
- June 21, 2007-Prepare Training® Program-Giving Bad News
- June 22, 2007-Prepare Training® Program-Domestic Violence

### **New Orleans** Delgado Community College

- July 9, 2007-The 7 Habits of Highly Effective People
- July 10, 2007-The 4 Disciplines of Execution
- July 11, 2007-Focus: Achieving Your Highest Priorities
- July 12, 2007-Prepare Training® Program-Giving Bad News
- July 13, 2007-Prepare Training® Program-Domestic Violence

**Call Today. Deadline to register is 2 weeks prior to classes.**

# 1.866.310.1586

➤ Please visit [www.lctcs.edu](http://www.lctcs.edu) for more information on Command Spanish and Certified Manufacturing Specialist (CMS) training programs.

# Get Ahead.

# Limited Seating. Register Today!

You may register online at [www.lctcs.edu](http://www.lctcs.edu), by fax 225.922.1485, or by filling out the registration form below.

Please complete a separate copy of this form for each registrant. Form may be photocopied. **Payment in full must accompany the registration form.** Please type or print. **Deadline to register is 2 weeks prior to when classes start.**



## Participant Information

Name

Title

Company/Organization

Address

City/State/Zip

E-Mail

Phone

Fax

## Registration

I would like to register for the following training course(s):

### Shreveport

- May 30-The 7 Habits of Highly Effective People
- May 31-The 4 Disciplines of Execution
- June 1-Focus: Achieving Your Highest Priorities
- June 7-Prepare Training\* Program-Giving Bad News
- June 8-Prepare Training\* Program-Domestic Violence

### Lafayette

- June 11-The 7 Habits of Highly Effective People
- June 12-The 4 Disciplines of Execution
- June 15-Focus: Achieving Your Highest Priorities
- June 13-Prepare Training\* Program-Giving Bad News
- June 14-Prepare Training\* Program-Domestic Violence

### Baton Rouge

- June 18-The 7 Habits of Highly Effective People
- June 19-The 4 Disciplines of Execution
- June 20-Focus: Achieving Your Highest Priorities
- June 21-Prepare Training\* Program-Giving Bad News
- June 22-Prepare Training\* Program-Domestic Violence

### New Orleans

- July 9-The 7 Habits of Highly Effective People
- July 10-The 4 Disciplines of Execution
- July 11-Focus: Achieving Your Highest Priorities
- July 12-Prepare Training\* Program-Giving Bad News
- July 13-Prepare Training\* Program-Domestic Violence

The 7 Habits of Highly Effective People \$350

The 4 Disciplines of Execution \$250

Focus: Achieving Your Highest Priorities \$250

Prepare Training\* Program-Giving Bad News \$99

Prepare Training\* Program-Domestic Violence and Its Impact on Today's Workplace \$99

## Method of Payment

- Check/Money order enclosed. Payable to LCTCS     Purchase Order  
Charge my credit card:    Visa     MasterCard

Total \$ \_\_\_\_\_

Card Number

Expiration Date

Name as it appears on the card.

Signature

Return this form with payment to:

Louisiana Community and Technical College System  
Corporate Services Training Program  
265 S. Foster Drive  
Baton Rouge, LA 70806

For more information, contact:

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