



## Essential Skills for Leaders Program Starts March 6, 2024!

All sessions will be in-person at NSCC Danvers

One Ferncroft Rd., Danvers, MA 01923 | Math/Science Building | Room 106

### SPRING 2024 PROGRAM

Wednesdays, 8:30 AM – 11:30 AM or 12:30 PM-3:30 PM

Module 1	March 6	Role of the Supervisor	Hayley Buonopane hjbunopane@gmail.com
Module 2	March 13	Communication Styles	Hayley Buonopane
Module 3	March 20	Performance Coaching	Hayley Buonopane
Module 4	March 27	Effective Delegation	Hayley Buonopane
Module 5	April 3	Motivation & Conflict	Hayley Buonopane
Module 6	April 10	Difficult Conversations	Hayley Buonopane
Module 7	April 17	Labor Laws & HR Part I	Laurie LaBrie LLaBrie@integratedhrteam.com
Module 8	April 24	Laws & HR Part II	Laurie LaBrie
Module 9	May 1	Employee Performance	Ginny Maglio vdmaglio@optimumdevelopment.com
Module 10	May 15	Performance Review	Ginny Maglio

- Please note, there is NO CLASS on MAY 8th
- The cafeteria is open between 7am and 2pm, but please feel free to bring your own beverages.
- Please email Adelin Núñez (anunez@northshore.edu) and the instructor if you are going to miss class.
- In the event of inclement weather, please call the NSCC Closure hotline at 978-762-4200 to determine if school has been canceled.