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COURSE DESCRIPTION:

*This course focuses on helping participants to complete leadership responsibilities effectively and efficiently. This course will show participants how to successfully assign tasks to employees and administer an employee performance evaluation. This course will also assess assertiveness skills and discuss stress management techniques, two important competencies shared by effective leaders.*

***This workshop is an optional course for Roads Scholar and is worth six professional development hours.***

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INSTRUCTOR: MICHAEL A. KING

*Michael A. King earned his degree in Sociology and Criminology from Murray State University. He has spent his career in the design, development, delivery, and evaluation of training for government and private sector organizations since 1980. He has conducted workshops for the Kentucky Transportation Center since 1990.*

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### AGENDA

Introduction/Orientation

Assertiveness

*Break*

Employee Performance Evaluation

*Lunch*

Dealing with Stress

*Break*

Team Building

Summary/Evaluation