

QUINCY COLLEGE



Non-Credit, 8 weeks // 24 hours

Leadership Development - Free Program



2021 CLASS DATES

This training is free of charge through the support of a manufacturing training grant from the Massachusetts Executive Office of Housing and Economic Development.

APRIL 1ST - MAY 20TH

THURSDAYS, 6-9 PM

Average Salary:

CLASSES ARE ONLINE

Starting salary is \$40,000, projected annual jobs is 940.

Course Description:

Leadership Development training is designed for front line employees, new supervisors, employees that are seeking career advancement, into management positions. Leadership Development training provides a broad overview of skills that all new supervisors need to obtain, including leadership styles, human resource, budgeting and finance, navigate the business environment, delegation, and more!

Topics Include:

- **Finance:** Budgets, cost versus revenue, budget projection, and budget at location.
- **Human Resources:** Hiring, training, employment contracts, and regulatory considerations. Supervisory roles, safe and productive work environment, diversity in the workplace, problem solving effectively with teams.
- **Marketing:** Marketing strategies and marketing plans, use of social media to promote business.
- **Procurement:** Selecting vendors, payment processes, strategic vetting selection, and negotiation of contracts with existing vendors.
- **Strategic Planning:** Identifying threats, strategic planning process, agency and departmental goals.
- **Supply Chain and Operations:** Supply chain operation systems, including structures and processes. Internal operations and the extended supply chain evaluation, supplier and customer relations.

**Requirement that participants should be fluent in English.*



**SOUTH SHORE
WORKFORCE BOARD**

This training is funded by the Executive Office of Housing and Economic Development, and MassHire SE MA Regional Partnership.



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Questions? Contact: Janet Pearson, jpearson@quincycollege.edu