



Keeping the Good Ones

T&D Training AND
Development
Central Community College

Columbus ♦ Grand Island ♦ Hastings ♦ Holdrege ♦ Kearney ♦ Lexington

Industrial Technology • Leadership and Development • Environmental Health and Safety • Computer
Technology • Welding Technology

Connecting people, communities and opportunities

Elizabeth Smith facilitates a variety of soft skill presentations, workshops and classes for Central Community College's Training & Development Team.



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Elizabeth and her family have made their home in Grand Island. She is formerly from Shelby, NE where she graduated high school. She earned an associate degree from Central Community College and a bachelor degree in Business Administration from Bellevue University.

Elizabeth is a certified Emergenetics® Associate and an Emergenetics® Selection Program (ESP) consultant. She also is a certified facilitator for Situational Leadership II® and Real Colors®. Elizabeth has completed the Professional Trainer Certificate Program: Transforming Delivery and Instructional Design, programs of The Bob Pike Group.

Elizabeth is a Leadership Tomorrow graduate and a Top 35 Under 35 honoree.



Central Community College's Training and Development Department offers training opportunities in the following areas:



- Leadership Development
- Computer Technology
- Environmental Health and Safety
- Industrial Technology
- Welding Technology
- AND MORE!

CCC can assist your company to obtain a worker training grant which may help fund your training. We can even bring the training to you. Do you have a group who could benefit from this training? We can bring it to you and customize it to suit your group's specific needs. We'll present it when and where it's most convenient for you!

Central Community College is your first contact for all of your training needs!

To support a healthy environment for students, employees and others, Central Community College has implemented a college-wide smoke-free and tobacco-free policy. Thank you for doing your part by not using tobacco, alternative tobacco products or e-cigarettes, either indoors or outdoors on any college property. Your cooperation is appreciated.

Stay Connected!



BEST BOSS/WORST BOSS

Describe your best boss and worst boss in terms of the behaviors they used to influence your performance.

My Best Boss

What did he or she do?

- _____
- _____
- _____
- _____

How did you react and/or feel?

- _____
- _____
- _____
- _____

My Worst Boss

What did he or she do?

- _____
- _____
- _____
- _____

How did you react and/or feel?

- _____
- _____
- _____
- _____

What did your best boss know that your worst boss didn't know?

What's in it for you to learn the skills and strategies to be perceived as a "best boss"?

The Three R's of Employee Retention



IDEAS FOR SHIFT STARTERS

"How was your day off? Weekend? Night last night?"

"What are the kids up to?"

"How did you do on your test? On your paper?"

"How is (spouse, mom, dad)?"

"What did you think of the game? Season finale? Movie?"

"Have you decided where you want to go for vacation?"

"Did you see _____ on TV last night?"

Follow up on a family story...

Follow up on a friend story...

Follow up on a hobby, interest...

HOW DO YOU RATE?

Complete the following self-assessment to determine how well you connect, show appreciation and develop your team members. You will use this information to develop an action plan.

D = Disagree

U = Unsure

A = Agree

- _____ I know all of my team members individually.
- _____ I know what interests/hobbies my team members have outside of work.
- _____ At a minimum, I greet each of my team members at the start of their day.
- _____ Every day I try to catch somebody doing something right.
- _____ I have asked each of my team members what makes them feel appreciated.
- _____ I make an effort to think of different ways to recognize my team members.
- _____ I often say "Thank you."
- _____ In the past six months, I have offered each of my team members one developmental opportunity.
- _____ My team members know what knowledge, skills and abilities are required for advancement.
- _____ My team members have action plans – either verbal or written – designed to highlight their strengths and develop their professional growth areas.

Look at the above self-assessment. Pay particular attention to the statements you disagreed with and the ones of which you were unsure. Choose one or two things you want to commit to do that address these areas in **My Team Action Plan**.

KEEPING THE GOOD ONES – VIDEO NOTES

As a manager, you connect when you...

Offer **YOURSELF** as a person:

Offer your **TIME** with a frequent Take 10 Check-In:

Offer your **APPRECIATION** by letting them know:

MY TEAM ACTION PLAN

To better connect with my team members, I will:

To better show my team members I appreciate them, I will:

To better help my team members grow, I will:

TAKE 10 CHECK-IN WORKSHEET

Employee: _____ Date: _____

How are you doing?

How is the team doing?

How can I help?
