

Polk State College is able to provide **customizable** professional development **training** to serve the needs of Polk County. Below are a list of the available training modules which can be selected **individually** or **combined to create a program**. Each topic has a pre-determined number of hours, but can be **extended** or **shortened** based on customer needs. Please contact the Professional Development Institute regarding the hourly fee/tuition rate for these courses.

Existing Leadership Programs (regularly offered as open enrollment):

Frontline Supervisors Leadership Training - 24hrs

After All You're The Supervisor - 4hrs
Employing the Law Defensively - 4hrs
Instant Insight Teambuilding - 4hrs
Coaching: Proactive/Reactive - 4hrs
Team Fundamentals - 4hrs
Business Communications - 4hrs

Emerging Leaders Training Program - 32hrs

Contemporary Leadership/Leadership Styles - 4hrs
Essentials of Employment What Will Get You Sued Fast - 4hrs
Managing Diversity in the Workplace - 4hrs
C'Mon Man You're Killing Me! - 4hrs
Leading High Performance Teams - 4hrs
The Corporate Edge: Presenting a Positive Image/Personal Branding - 4hrs
Public Speaking - 4hrs
Strategic Planning - 4hrs

Sessions Available for Customization/Program Creation:

- Advanced Business Writing - 4hrs
- After All You're The Supervisor - 4hrs
- Business Communications - 4hrs
- C'Mon Man You're Killing Me! - 4hrs
- Coaching: Proactive/Reactive - 4hrs
- Contemporary Leadership/Leadership Styles - 4hrs
- Creativity Session- Design Thinking - 6hrs
- Critical Thinking - 8hrs
- Crucial Conversations - 12hrs *includes textbooks (additional cost \$300 per student)
- Dealing with Adversity - 4hrs
- Dealing with the Media - 4hrs
- DISC Assessment and Overview *includes DISC Exam (additional cost \$60 per student) - 6hrs
- Diversity and Inclusion - 4hrs
- Employing the Law Defensively - 4hrs
- Essentials of Employment What Will Get You Sued Fast - 4hrs, 5hrs, & 8hrs
- Excel Lab Data Driven Decision Making Analysis - 4hrs
- Generations and Millennials - 2hrs
- Instant Insight Teambuilding - 4hrs
- Leadership and Management - 4hrs
- Leadership Culture - 4hrs
- Leadership Values - 4hrs
- Leading Change - 4hrs
- Leading High Performance Teams - 4hrs
- Managing Diversity in the Workplace - 6hrs
- Managing Priorities - 4hrs
- Mentorship - 4hrs
- Powerful Presentations - 8hrs
- Presenting Your Business Case - 4hrs
- Public Speaking - 4hrs
- Report Writing and Research - 4hrs
- Servant Leadership - 2hrs & 4hrs
- Setting Goals - 4hrs
- Sterling Process and Quality Enhancement - 4hrs
- Strategic Customer Care - 4hrs
- Strategic Planning - 4hrs
- Team Fundamentals - 4hrs
- The Corporate Edge: Presenting a Positive Image/Personal Branding - 4hrs