

Welcome to City University



Sharing Resources
to Move Our
Cities and County
Into the Future






Designed as an internal training resource for City of Lakeland employees, the goal of the University is to establish the City as a continuous learning organization. City University has opened its doors to area businesses that would like to receive high-quality, standardized, skill-based training for their management team.

All of our courses are tailored to provide managers and supervisors with both useful ideas and practical tools to improve their overall supervisory and management effectiveness.

The target group for City University is anyone at any level who leads, guides and directs the activities of others. It doesn't matter what their level in the organization, the skills we teach are critical supervisory skills that must be mastered by everyone, at every level, who leads people.

If you do not have experts in leadership development within your organization, we urge you to allow our in-house experts to show you the difference in results achieved over someone less experienced in this particular area. Our costs are nominal (most courses begin at \$35.00) and less expensive than hiring a consultant who will have travel, lodging and other expenses.



We help managers and supervisors identify their strengths and determine areas needing improvement. We bring in-house customized seminars and workshops in all of the following areas:

- ▶ Building Positive Employee Relations
- ▶ Strategic Planning
- ▶ Ethics in the Workplace
- ▶ Myers-Briggs Type Inventory
- ▶ Meetings, Problem-Solving and Decision-Making
- ▶ Coaching for Performance Development
- ▶ Business and Professional Writing
- ▶ Communication Skills
- ▶ Developing Professional Presentations Using PowerPoint
- ▶ Managing and Resolving Conflicts
- ▶ Interview and Selection Techniques
- ▶ Project Management
- ▶ Leading Successful Team-Building
- ▶ Stress Management
- ▶ Goal Setting and Performance Measurement

All of our classes are conducted in a comfortable learning environment. Class materials are included with all courses. A certificate of completion is awarded at the completion of each course.

Come
Join Us

More Information

For more information on Lakeland's
City University call us at 863.834.6741

or

Visit us online at www.lakelandgov.net

or

Simply fill in the information requested
below and drop this postage-paid card
in the mail. We will send you a complete
packet of information as soon as we
receive your request.

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____



Training Center
3525 Aviation Dr
Lakeland, FL 33811-2008
(863) 834-6741