

# QUINCY COLLEGE

## Leadership Development Program

No Cost Manufacturing Industry Training – the training is for the manufacturing industry only.

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

### Program Description:

The Quincy College Leadership Development Program (**LDT 101**) is for entry level leaders that are seeking to be supervisors or anyone interested in learning more about supervision. This program provides formal training and prepares individuals to supervise and manage the operations and personnel in management-level divisions.

- Create a pool of well-developed, qualified, and diverse participants eligible to compete for management positions and for ensuring continuity of operations.
- Develop, strengthen, and broaden your knowledge and understanding of the mission, structure, organization issues.

**Program material cost is included in the tuition cost. Limited number of seats.**

### Topics Include:

- **Finance:** budgets, cost verses 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.

### Course Dates and Times:

**LDT 101-61 :: Online**  
**5 /2 - 5/30**

**LDT 101-95 :: Plymouth Campus**  
**5/19 - 6/23 :: Tuesdays :: 6:00PM-9:00PM**

**LDT 101-03 :: Quincy Campus**  
**5/30 - 6/27 :: Saturdays :: 8:30AM-1:00PM**



Photo Source: WOCinTech

For more information, please contact:



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