

LEADERSHIP SERIES IN SPANISH

VITAL LEADERSHIP

Is your organization ready for the growth of the Spanish population in the workforce and customer base?



Spanish is the second most spoken language in the United States. This means that some organizations are losing valuable business if they're not offering customer service in Spanish. But to hire native Spanish-speaking employees can leave a gap in their training if courses are offered only in English. The solution: effective training courses offered in both Spanish and English for training continuity and top performance.

EFFECTIVE TRAINING - IN EMPLOYEE'S OWN LANGUAGE - BRINGS SUCCESS

Vital Learning, the trusted name in employee and leadership training, offers the 12 modules of its award-winning Leadership Series™ in Spanish, so organizations can succeed on every level, with every employee.

The Vital Learning Leadership Series in Spanish addresses the recurring management challenges that every leader confronts daily. Each module is available for classroom training and provides the PowerPoint presentation, pre- and post-tests, and program evaluation in Spanish, while the facilitator text is in English. Videos for Spanish versions are Vital Learning's regular videos with Spanish voice-overs.

Each module of the Leadership Series in Spanish provides both new and experienced leaders with practical strategies and how-to techniques to engage team members and improve their performance. These courses give leaders the skills they need to succeed in their careers and beyond.



ESSENTIAL COURSE MATERIALS

Each module of the Leadership Series in Spanish includes the following course materials:

Facilitator Guide (English)

- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation in Spanish, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook (Spanish)

- Provides exercises, forms, skill practice aids and a video synopsis
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course's skill points

Video (Spanish)

- Presents a video scenario depicting traditional and positive uses of the skills discussed in the course

ABOUT VITAL LEARNING

Vital Learning's training courses teach managers, supervisors and team leaders in any industry to use basic human relations skills to motivate and lead their employees with finesse and respect. By improving team leader-team member relations, organizations can improve productivity, enhance employee motivation and retention, and develop employee work habits and potential. Vital Learning's courses are available as classroom sessions, eLearning sessions, or a combination of classroom and eLearning sessions.

Based in Denver, CO, Vital Learning provides courses based on McGraw-Hill Training Systems, which Vital Learning acquired in 1989. Throughout the past two decades, Vital Learning has worked with industry experts to enhance and develop its training courses, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization by visiting Vital Learning's Web site at www.vital-learning.com or contact us at 1.800.243.5858.

Leadership Series in Spanish are trademarks of Vital Learning.



VITAL LEARNING LEADERSHIP SERIES IN SPANISH

Coaching Job Skills™

Communicating Up™

Delegating™

Developing Performance Goals and Standards™

Effective Discipline™

Essential Skills of Communicating™

Essential Skills of Leadership™

Improving Work Habits™

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