

Step into Leadership

A Leadership Program for Top Performing Employees

Equip aspiring leaders with the mindset and skills to be successful in their first leadership role.

1

Foundations of Leadership

- ✓ Cultivate a leadership mindset and practice balancing roles as both an employee mentor and a member of management.
- ✓ Review federal and state laws, and a manager's responsibility to promote compliant practices.

2

Leadership Conversations

- ✓ Discover strategies to navigate conflict and foster the success of your team.
- ✓ Gain tools to conduct meaningful 1:1s, and address disciplinary issues.
- ✓ Discuss how to engage employees on a team of varying workstyles.

2025 Schedule



Kaneohe (Ko'olau Ballrooms)

May 6, May 20
8:30am - 12:30pm

Virtual (via Zoom)

Sept. 3, 10, 17, and 24
12:00pm - 1:30pm

**Registration opens
~6 weeks before
each session.**

Most valuable for employees with:

- Little to no prior management experience
- Desire to excel in a future leadership position

**Want to register for a course
or receive our monthly schedule via newsletter?**

Email hrtraining@proservice.com | To learn more, visit proservice.com/training

(808) 394-8878 | proservice.com



Updated: June 20, 2025