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A retired United States Navy Photographer and Video Producer, author of Simple Online Video Marketing for Business Owners, The Authority Mindset, and BOLD Helping You Unleash The Hero Within, Tracy has a passion for helping entrepreneurs, business owners, authors, speakers, and coaches position themselves as the go-to person in their niche.

**Developing Your Leadership Skills featuring T. Allen Hanes:**

- 5 characteristics of a good leader
- Why leadership skills are important in life
- How leadership works in different areas of life
- 7 leader mistakes and how to avoid them

**Tuesday, December 3, 2019**
10:00 a.m. – 12:00 p.m.
Workforce Solutions Employer Service Division
3355 West Alabama Street, Suite 720, Houston, TX 77098

**For more information:**
Workforce Solutions – Employer Service
713.590.2634

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Workforce Solutions is recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 1 PDCs. For more information about certification or recertification, please visit [shrmcertification.org](http://shrmcertification.org).
Agenda

Tuesday, December 3, 2019
10:00 am – 12:00 pm
Workforce Solutions–Employer Service Division

10:00 – 10:30 am  Registration and Sign-in
10:30 – 10:45 am  Welcome – About Us / Speaker Intro
10:45 – 11:30 am  Keynote Speaker – T. Allen Hanes
11:30 – 11:45 am  Q&A
11:45 am – noon  Networking / Wrap-up

Developing Your Leadership Skills to Boost Your Potential & Influence

• 5 characteristics of a good leader
• Why leadership skills are important in life
• How leadership works in different areas of life
• 7 leader mistakes and how to avoid them

Thank you for joining us today. We value your feedback. Please remember to submit your evaluation form.