

Supervisory Leadership Certificate Program

Leaders today face enormous challenges with employee motivation, navigating change and building work relationships. Our Supervisory Leadership Certificate program instills the basic skills necessary for any supervisor or manager and builds on these essential skills so that in six days, you will be prepared to supervise effectively, help your employees achieve their goals, and contribute to your company's productivity and success.

This course is a **performance-based, learner-focused** program. The program is facilitated by Darla Klein and Maia Beatty, the course authors and principals of LeaderSHIFT, Inc. They are certified facilitators for DDI, DiSC® (Inscape Publishing), Visionpoint and other widely used programs.

Outline	
<p><u>Day One</u></p> <ul style="list-style-type: none"> • Setting the Stage for Leadership–3.5 hours • Navigating Change–3.5 hours <p><u>Day Two</u></p> <ul style="list-style-type: none"> • Building Work Relationships–7 hours <p><u>Day Three</u></p> <ul style="list-style-type: none"> • Influencing Teams–3.5 hours • Resolving Conflict–3.5 hours 	<p><u>Day Four</u></p> <ul style="list-style-type: none"> • Creating a Climate Where Employees Motivate Themselves–3.5 hours • Managing Employee Performance–3.5 hours <p><u>Day Five</u></p> <ul style="list-style-type: none"> • Solving Problems – 3.5 hours • Making Decisions – 3.5 hours <p><u>Day Six</u></p> <ul style="list-style-type: none"> • Managing Yourself (Time Management)–3.5 hours • Managing Projects (Project Management)–3.5 hours

Features

- * Interactive session
* Self-Assessment, using DiSC®
* Case studies
* Planning exercises

Schedule

Approval pending by HRCI for 42 PHR, SPHR and GPHR recertification credits.

Course #15010 \$999 CEU 4.2
 Six class meetings: 8:30 a.m. – 4:30 p.m. March 2, 3, 4 and March 9, 10 & 11, 2010

Applied Conversations in Leadership

Advance your leadership career!

Are you a seasoned leader or have you recently completed our Supervisory Leadership Certificate program? Gain additional understanding and learn from your experiences to excel as a leader. Effective negotiations and a streamlined delegation process are crucial to the successful leader. Bring your biggest supervisory challenge to this two-day course and you will come away with practical strategies to immediately put to use.

Day 1: Acquire two additional leadership skills with Negotiating Effectively and Delegating Successfully

Day 2: Put all of your knowledge and skills (from taking classes as well as your work experience) into action with Applying Leadership Strategies (hands-on use of all the tools): mapping out your available choices and acting on the best.

If you are a graduate of our Supervisory Leadership Certificate Program, by taking this 14 hour class you will obtain an *Advanced Supervisory Leadership Certificate*. If you are new to our program, you may still take the class; however, pre-course work and additional materials are required (additional \$120 material fee).

Schedule

Course #15011 \$299 CEU 1.4
 Two class meetings: Wednesday-Thursday 8:30 a.m. – 4:30 p.m. April 14-15, 2010