

L.E.A.D. Academy

Learn about Yourself
Engage Others
Act for Effectiveness
Develop the Organization

Emerging Leader Certificate

Having the expertise to complete tasks successfully is an element that leads to promotions; however, expertise alone does not translate into leadership success. Leadership excellence includes:

- delegating tasks
- building teams that complete projects
- problem-solving when objectives go awry
- setting clear expectations for others and
- giving feedback that motivates instead of demoralizes.

The eight courses in the Emerging Leadership Certificate are a holistic approach to leadership skills focusing on the insight to develop an authentic leadership style along with strategies that help engage people, provide for effective action, and develop the organization so that those new to leadership are successful in their new role.



Register for all courses in the certificate to receive a 15% discount on course fees.

Register at www.nhcc.edu/cect.

Bonus: After registering for the certificate, receive a 15% discount on any additional LEAD Academy courses.

Emerging Leader Certificate Program Courses

- *Leading With Your Strengths*
- *Movin' On Up: Employee One Day: Management the Next!*
- Choose two courses from the *Engage Others* category
- Choose two courses from the *Act for Effectiveness* category
- Choose two courses from the *Develop the Organization* category

See the back for category choices and course descriptions
Visit the website for dates and times of courses.



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Learn About Yourself

Emotional Quotient: EQ as a Leadership Tool

In our world of constant change and competitiveness, learn how to manage, adapt and lead to stay on top of your game. By identifying and increasing your EQ in the four core skill areas: self-awareness, self-management, social awareness, and relationship awareness – you can reach your full potential. You will identify your EQ and choose proven strategies to increase your EQ. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*

Engage Others

Listening Is Leading

This course will help leaders develop a very powerful communication strategy: listening. Listening can help identify problems, clarify situations, generate new ideas, facilitate effective meetings, and motivate people. Use your strengths and DiSC profile to develop personal listening habits that will make you, not just a more effective listener, but a more effective leader. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*

Act For Effectiveness

Time is on your Side: Managing Time for Increased Productivity

Time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*

Develop the Organization

Change: From Enduring to Embracing it

Change management entails thoughtful planning and sensitive implementation, as well as the involvement of the people affected by the changes. This structured approach to training and transitioning individuals, teams, and organizations focuses on the competencies needed to accept, adapt, and lead during times of change. This course is aimed at empowering participants with the abilities to embrace changes in their current business environment. This course also focuses on training participants to understand and manage change in an effective manner. Cost: \$209 for the 6-hour course.
Prerequisite: *none*

Leading With Your Strengths

Successful people know and build on their strengths to embrace change, engage with their team members, and create big results. This course focuses on understanding your own strengths and personality. You will take the Gallup Strengths assessment to identify your top five strengths, and you will use the DiSC assessment to identify your personality type. Using these two assessments, you will learn communication strategies that are tailored to you. *Gallup's research shows that you do not have to change who you are to become a more productive leader.* Instead learn how to use your strengths and traits to capitalize on your natural strengths. Cost: \$139 for the 4-hour course.

We Have to Stop Meeting Like This: Running Effective Meetings

Take any organization and you are likely to see employees who spend the majority of their time going from one meeting to the next. Many meetings have too many agenda items and do not have a clear purpose. In addition, often times, attendees arrive ill-prepared and the conversation meanders extending meeting time. Unnecessary or inefficient meetings cause misperception and information overload. In this interactive course, you will learn to avoid these meeting pitfalls by using the essentials of group dynamics and structuring constructive conflict to move the group toward consensus. Discover how the word "meeting" can have a positive connotation! Cost: \$139 for the 4-hour course.
Prerequisite: *none*

Project Vs. Process: How Do I Start

Organizations want projects and tasks completed on time and on budget while also maintaining quality. Often times when you are assigned a task, you need to define and clarify the end goal. You may also need to determine if you are completing one project, several projects, or if you are implementing a new process. Being able to define your work will enable you to define an effective approach. This course will show how a project differs from operational work and process, and how to divide your projects into smaller tasks to help manage cost, schedule and scope. You will learn to use common project management tools and techniques to help ensure project success. Cost: \$139 for the 4-hour course.
Prerequisite: *none*

There are Lots of I's in Team: Get Them to Work Together

The old saying is that there are no I's in *team*: meaning everyone puts aside personal motives, attitudes and values to do what is best for the team. However, workplace reality is that individual reviews, multiple projects, individual strengths and weaknesses, lack of resources, and even lack of training and knowledge, can all influence team members' performance. This course will increase your skills in team building, reveal methods, tools, and techniques to improve team effectiveness, improve both internal and external team communication, and show you how to motivate team members. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*

Movin' On Up: Employee One Day - Management the Next!

People are promoted for many reasons, but promotions are often a result of possessing superior technical knowledge or industry-specific expertise. Once promoted, there is also an expectation that you possess leadership qualities and management capabilities. This class will help you capitalize on your leadership opportunities, learn strategies to motivate people and manage critical situations. You will learn the basics of leadership concepts, organizational change, and effective team building to help you project confidence and earn trust and respect as a new manager. Cost: \$278 for the 8-hour course.
Prerequisite: *none*

Leading the Generations

Delays in retirement are keeping people in the workplace longer; the generational gap now stretches across 40 years. Each generation is influenced by different social, economic, political and historical forces, creating differences in how they view the world and the workplace. Working together can emphasize the different perspectives in values, motivation, and communication: differences that can create synergy or difficulties. Leaders need to rethink team-building strategies to accommodate the multi-generational workforce. Learn the strengths each generation brings to the workplace, how to harness those strengths, and how to blend those strengths so that the generations work together. Cost: \$139 for the 4-hour course.
Prerequisite: *none*

Financial Savvy for the Non-Financial Manager

Leaders need to have financial savvy even if they are not the CFO of the company. Every organization (corporate, nonprofit, or government agency) has a "bottom line," whether it's based on net revenue, grant awards, or a legislated budget. Leaders need to make programming decisions based on current and forecasted financials. This course will introduce the basic reports generated by finance and accounting, but will then go beyond those basics to teach leaders how to analyze those reports to make better decisions about how to use short and long term resources and which risks to take. Cost: \$278 for the 8-hour course.
Prerequisite: *none*

Organizational Culture: Understand and Influence It

The culture of any organization is very powerful: it determines mission and goals; it reinforces values and actions; it drives change (or prevents it); it influences organizational charts, collaborations and silos, and yet, it is often the piece of the organization that is never discussed or directly communicated to new leaders. Not understanding the organizational culture can cause your leadership to be undermined and your projects to fail. This course will help you to identify organizational cultures and maximize your leadership potential. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*