

L.E.A.D. Academy

Learn about Yourself
Engage Others
Act for Effectiveness
Develop the Organization

Project Management Leadership Certificate

Effective Project Managers have a grasp of both the technical aspects of leading projects and the people skills necessary to carry out the project phases.

Certificate completion demonstrates that you have knowledge of:

- the basics of project management according to the Project Management Institute
- your own leadership strengths and how they will aid you in leading projects.
- the strategies to run meetings, build teams, and implement change.



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.

Project Management Leadership Certificate Program Courses

- Project Management Foundations
- Leading With Your Strengths
- We Have to Stop Meeting Like This: Running Effective Meetings
- Change: From Enduring to Embracing It
- There are Lots of I's in Team: Get Them to Work Together
- Organizational Culture: Understand and Influence It



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See the back for course descriptions; see the website for dates and times of courses.

Master the Technical Skills

Project Management Foundations

This course provides an overview of the essentials to project management. Outcomes of this course include being able to define projects and the role of the project manager, understanding the process groups and how they are affected by organizational culture, and employing leadership techniques to assure project success. This course provides 16 Project Management Institute PDU's and meets 16 of the 35 contact hours required on the PMP® application and meets for 3.5 hours over 5 evenings. Cost: \$599 for the 17.50 hour course.
Prerequisite: *none*

Learn About Yourself

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 worker.* Instead learn how to use your talents and traits to capitalize on your natural strengths. Cost: \$139 for the 4-hour course.
Prerequisite: *none*

Engage Others

We Have to Stop Meeting Like This: Running Effective Meetings

Take any organization and you're likely to see employees who spend the majority of their time going from one meeting to another. Many meetings are too long, have too many agenda items, and do not have a clear reason for being called. 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, experiential 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*

Act For Effectiveness and 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 is a structured approach to training transitioning individuals, teams, and organizations 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*

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*

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 how to use your unique leadership strengths within each culture type to meet your full leadership potential. Cost: \$139 for the 4-hour course.
Prerequisite: *Leading With Your Strengths*