



## Excellence in Leadership

April 17 and April 24 · May 1 and May 8, 2015

Each course is 2 Fridays, 9:30 am – 3:30 pm

This **comprehensive** approach to developing leaders is adaptable to the needs of any organization and features individual certificates. Participants will learn to lead and **motivate** more effectively, build better **relationships** through mutual understanding, and enhance work-related **communications** while improving their own performance and increasing the organization's level of **excellence**. Each module is taught by an expert in the field of management who brings years of experience to the classroom.

The overall program begins with an **assessment** completed individually by each participant. This tool will provide a framework for the curriculum and will be referred to throughout the program, serving as the foundation for leadership development. While the paths and modules are set up in an ideal sequence, participants can self-select those paths that they need. The paths can be completed in one semester or across several, allowing flexibility to participants and an ability to develop their skills in a schedule that is accommodating to their personal and professional lives. Completion of each path **awards** .5 CEU to each participant.

Each path is priced at **\$1500** (includes all materials and the individualized assessment). Courses are held at the dazzling **Advanced Technical Educational Center** in Warren (14601 E. 12 Mile Rd.). Group discounts are available for multiple professionals from the same organization. Inquire for details.

### Who Should Attend?

- *Front line Supervisors*
- *Seasoned leaders in need of refresher*
- *Coaches*
- *Emerging Leaders*
- *Mid-level managers*
- *Facilitators*

### REGISTRATION

*Limited seating! Register early to reserve your seat.*

PHONE: 313-577-4449 (M – F, 8:30 am – 4 pm)

EMAIL: [execed@wayne.edu](mailto:execed@wayne.edu)

Registration closes Friday, April 10, 2015.

### Wayne State's Executive and Professional Development

Over the past 25 years, Executive and Professional Development (EPD) has helped more than 300 clients in 15 unique industries become smarter, faster and stronger. As the gateway for business to WSU, we are able to access nearly limitless resources to offer customized training and development programs. We will address your unique needs and improve individual and organizational capabilities and performance.



### **Path I: Develop Your Potential**

Fridays, April 17 and 24, 2015 9:30 am – 3:30 pm  
**\$1500** (.5 CEUs) *Fee includes materials. Lunch on your own.*

This is the ideal place to begin for any new, existing, or potential leader. The modules focus on the individual, identifying their strengths and developing a skill set that will enable them to effectively present themselves to others. At the completion of this path, they will have developed a strong sense of self and will know if they have the skills and abilities needed to become an effective leader

**Emotional Intelligence:** The first step in developing your potential is to begin to know and manage yourself well. Cultivating these skills builds leadership and directs outcomes for professional abilities. Taught by an effective communicator and experienced trainer, the course will expose learners to the breadth of research and theories on developing Emotional Intelligence. Self-evaluation and creative techniques for better managing emotional responses to people and situations will be discussed and applied.

**Knowing Your Managerial Potential:** Develop an understanding of knowing yourself and how your behavior as a manager impacts the effectiveness of your team. You'll learn how to recognize your primary behavioral style using an assessment that will be taken online prior to the class. Individualized reports will be presented and explained during class. Learn how to increase your managerial effectiveness by adapting your behavioral style to meet others' behavioral styles.

**Effective Communication Skills:** Communicating effectively with employees, peers and superiors is an essential ability of a good leader. In this module, you will learn an effective method for organizing and explaining information to others, practice ways to listen actively, respond suitably to the concerns and viewpoints of others, and exhibit appropriate non-verbal behaviors. These skills form an excellent foundation for communication and will be used in many situations you will encounter as a leader.

**Career Management: Time, Stress, and Your Potential:** Maximize your potential as a leader by learning effective time and stress management skills. This module will provide tools for recognizing your personal stressors and time drains and developing strategies to combat them effectively. You'll learn that in order to get the most out of others as a leader, you must first learn to get the most out of yourself.

### **Path II: Maximize Your Resources**

Fridays, May 1 and 8, 2015 9:30 am – 3:30 pm  
**\$1500** (.5 CEUs) *Fee includes materials. Lunch on your own.*

Participants learn about the people they are leading – the primary resource available to them. They will those across the organization to learn to maximize individual skills and strengths. They will learn various vehicles to leverage these individuals, including training, coaching, motivation, and relationships. The modules focus the participants on internal skill building, taking what they learned about themselves in Path I and adding the perspective of others to identify potential implications. At completion, they will have the skills needed to create and maintain a strong cohesive, high-functioning team.

**Generational Diversity:** This session will focus on the motivators and values of each generation in the workplace. Beginning with a brief overview of generational characteristics rooted in history and theory, communication, supervision, and successful teamwork techniques will be discussed.

**Interviewing and Selection:** Learn the importance of applying the six steps of structured interview process, including various questioning techniques, active listening skills and the evaluations/recommendations for hire form. Complete a skill identification and trait assessment to assist in questioning techniques during an interview. This course will also cover federal regulations and guidelines for interviewing. Upon completion, participants will have the skills necessary to conduct a behavior base interview with a job applicant.

#### **Recognizing Motivation to Build and Manage**

**Relationships:** The ability to get people to do what needs to be done demands special skills. This session will focus on building a work environment that promotes trust, integrity, and peak performance. Topics include what causes people to behave the way they do; how to find out what people want and expect; how to use leadership skills to reach across a diverse workforce; and how to get what you want by giving what they need.

**Dealing with Difficult People:** They may be employees, peers, or bosses, but whatever their titles, they are frustrating to deal with and can have a negative effect on your work. This session will focus on identifying and understanding these difficult personalities and learning methods on how to cope with them so that your work environment can be more productive and less stressful.