



Certificate in Leadership Management

Overview: Leadership is an asset that many organizations are lacking and seeking. Our Leadership program provides participants with core and elective classes associated with highly effective leaders towards success. The student can focus on skills in areas like Leading versus managing, thinking strategically, and developing employees. Participants choose the specific courses that will help them reach their leadership goals.

Certificate Duration: 16hours

Program Tuition: \$720.00

Books: \$80.00

Student Assessment: \$20.00

Prerequisites: None

Certificate Core Courses: Choose any (2) courses from the list below. This selection signifies the core course of study for this certificate program.

- 1002-1 Coaching: A Leadership Skill
- 1002-5 Team Building - Developing High Performance Teams
- 1002-6 Business Leadership – Becoming Management Material
- 1002-7 Delegation: The Art of Delegating Effectively
- 1003-3 Conducting Effective Performance Reviews

Certificate Electives: Choose any (2) courses from the detailed list in our catalog.

[Supervisor and Manager Training](#) [Human Resources Training](#) [MS Office Applications Training](#)

1002-1 Coaching: A Leadership Skill

*Coach, Role Model, Counselor, Supporter, Guide...do these words ring a bell? Being a coach involves being a role model, sometimes a counselor or supporter, and always a guide. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organization. This course will help you become a better coach in all senses of the word. **Prerequisite:** None*

1002-5 Team Building - Developing High Performance Teams

There have been hundreds of studies demonstrating that human beings function better and learn better in groups. If you want to develop your team leadership skills and unleash the talent of your individual team members, this course is a practical look at current leadership practices that work. We'll cover practical topics like improving team communication, stimulating creativity, solving problems as a team, resolving internal and external conflict, and obtaining consensus. We'll also discuss some theory on team-building, including your team player style, Tuckman and Jensen's stages of team development, DeBono's six thinking hats, and Glenn Parker's twelve team characteristics. In addition, you'll receive tools to help you grow, such as SWOT analysis and team action plans. This unique combination of theory, tools, and practice, plus lots of team building exercises, will turn your team into a high-powered machine.

Prerequisite: None



1002-6 Business Leadership – Becoming Management Material

*This course is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done. At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization. But what makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it? The answer is all of the above. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself. **Prerequisite:** None*

1002-7 Delegation: The Art of Delegating Effectively

*Delegation is one of the hardest skills for a manager to master. However, the skill can be learned. This course will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them. **Prerequisite:** None*

1003-3 Conducting Effective Performance Reviews

*This course will teach participants the importance of having a performance review process, how to work with employees to set performance standards and goals, skills in giving feedback, listening, and asking questions, a proven interview process, and how to make the performance review legally defensible. **Prerequisite:** None*