

# MERCED COLLEGE EMERGING LEADERS INSTITUTE



## 2017 - 2018 EMERGING LEADERS INSTITUTE COURSE SCHEDULE

*Each course is just \$23<sup>00</sup> and earns ½ unit of college credit!*

COURSE #	DAY/TIME	DATES	COURSE TITLE
MGMT 50N	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>SEPTEMBER</b> 7 & 14, 2017 7 & 14, 2017 13 & 20, 2017	<b>Employee Engagement:</b> Improve Performance, Productivity, and Retention
MGMT 51C	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>OCTOBER</b> 5 & 12, 2017 5 & 12, 2017 11 & 18, 2017	<b>Leadership Essentials:</b> What Emerging Leaders Need To Know
MGMT 50S	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>NOVEMBER</b> 2 & 9, 2017 2 & 9, 2017 8 & 15, 2017	<b>Leading with Strengths:</b> Maximize Your Talents and Develop Your Strengths
MGMT 50B	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>DECEMBER</b> 7 & 14, 2017 7 & 14, 2017 6 & 13, 2017	<b>Values &amp; Ethics:</b> Cultivate an Ethical Working Environment
MGMT 50K	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>FEBRUARY</b> 1 & 8, 2018 1 & 8, 2018 7 & 14, 2018	<b>Generational Diversity:</b> Working with Cross-Generational Teams
MGMT 50A	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>MARCH</b> 1 & 8, 2018 1 & 8, 2018 7 & 14, 2018	<b>Challenges of Leadership:</b> Difficult People, Tough Conversations and Discipline
MGMT 50P	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>APRIL</b> 12 & 19, 2018 12 & 19, 2018 18 & 25, 2018	<b>Emotional Intelligence:</b> Improve Relationships and Increase Productivity
MGMT 50L	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>MAY</b> 3 & 10, 2018 3 & 10, 2018 9 & 16, 2018	<b>Authentic Leadership:</b> Know Yourself, Lead Your People

*For More Information Call (209) 386-6733 or Visit [www.mercedworkplacecenter.org](http://www.mercedworkplacecenter.org)  
Classes are at the Merced College Business Resource Center: 630 West 19th Street/ Merced, CA 95340*

*Complete all eight modules  
and receive a Completion Award Certificate  
from Merced College in addition to 4 units of credit!!!*

## **EMPLOYEE ENGAGEMENT:**

### **Improve performance, Productivity, and Retention**

This class will define what Employee Engagement is and what it looks like in the workplace. Participants will learn the difference between engaged, disengaged, and actively disengaged employees and how they impact the workplace. Participants will learn five key ways to engage employees as well as strategies to implement to help keep employees engaged. Participants will also learn how to re-engage disengaged employees.

## **LEADERSHIP ESSENTIALS:**

### **What Emerging Leaders Need to Know**

This class will help prepare new and emerging leaders to succeed by defining the roles, functions and responsibilities of great leaders. Participants will also learn effective delegation procedures and elements of successful coaching. They will learn how to display professionalism.

A special emphasis will be placed on change management.

## **LEADING WITH STRENGTHS:**

### **Maximize Your Talents and Develop Your Strengths**

This class is designed to help leaders recognize their own strengths and learn how to invest in the strengths of those they lead. Participants will take the Strengths Finder 2.0 Assessment and be able to inventory the strengths of the team they are on and the team they lead.

## **VALUES AND ETHICS:**

### **Cultivate an Ethical Working Environment**

Ethical behavior affects what happens in the workplace. This class provides the opportunity to evaluate ethical behavior and what's appropriate and what's not. A 3-step checklist is introduced to help participants in recognizing ethical behavior.

## **GENERATIONAL DIVERSITY:**

### **Leading Cross-Generational Teams**

This is the first time in America's history that we have four generations working side by side in the workplace. This course is designed to equip participants with knowledge and skills to work with and lead cross-generational teams.

## **CHALLENGES OF LEADERSHIP:**

### **Difficult People, Tough Conversations and Discipline**

This class is designed to equip participants with skills needed to deal with the various challenges with leading people. Special emphasis will be placed on practical and proven tools to deal with difficult people and have tough conversations. The topic of accountability will be explored in regard to individual performance and organizational success. Participants will learn about progressive discipline and how to resolve performance problems quickly and permanently.

## **EMOTIONAL INTELLIGENCE:**

### **Improve Relationships and Increase Productivity**

This class is an introduction to the principles of Emotional Intelligence (EQ). EQ is the ability to identify and understand your emotions and those of others and use this understanding to guide your behavior and manage relationships. Topics covered include the five competencies of EQ: self-awareness, self-regulation, motivation, empathy, and effective relationships.

## **AUTHENTIC LEADERSHIP:**

### **Know Yourself and Lead Your People**

Participants will learn what followers look for in a leader and will focus on the importance of authenticity. This class will focus on trust and the bestselling DVD "The 5 Dysfunctions of a Team" will be featured.