

Fundamentals of Leadership Certificate

Leaders need to understand how motivation is used to shape a high-performance team. This course covers fundamental leadership skills including concepts of motivation, organizational structure, power and leadership, and developing a positive work climate.

Course 2: LEADERSHIP SKILLS DEVELOPMENT

HOW YOU WILL BENEFIT

Learning the application of behavioural styles is important in your role as a leader and in building employee and team engagement.

After this course, you will be able to:

1. Build employee performance through use of motivational techniques and by curbing behaviours that stifle motivation.
2. Apply a particular leadership style appropriate to the individual and the situation.
3. Understand how communication is used within organizations.
4. Employ techniques for engaging individuals or teams to accomplish organizational goals.

Day 1 Motivation for Effective Individual and Team Performance

- You'll be introduced to motivational theory, concepts and best practices
- Understand motivation and how it influences individual and team performance
- Explore motivational analysis of organizations

Day 2 Power and Leadership

- How preferred behavioural patterns influence personal working style, interaction with others and decision making
- Leaders use their power to get things done. Gain insight into the concepts of power and leadership
- Learn what happens to communication when power is abused or well used
- Review leadership styles and how they are employed to engage employees

Day 3 Team Decision Making

- Develop the performance potential of your team
- Enhance motivational climate by adapting leadership style to team or employee readiness
- Understand the stages of team development and recognize the difference between groups and teams
- Recognize the difference between effective team operations and team dysfunction
- Identify appropriate forms of team decision making for selected problems and issues

BUILD YOUR COMPETENCY IN

- Encouraging and working with others for continuous improvement
- Taking action to increase people's effectiveness
- Providing meaningful and timely feedback

ATTEND THIS WORKSHOP IF YOU...

- Are a manager, supervisor or team leader
- Wish to build high-potential teams
- Want to refresh or build on your existing skills
- Have taken on a supervisory role and would like a better grasp of what is expected of you as a leader

HOW TO REGISTER

To register, call **(613) 727-7729**
Or email training@algonquincollege.com

Dates: February 8, 9, 10, 2010
May 3, 4, 5, 2010

Time: 8:30 a.m. to 4:00 p.m.

Fee: **\$995** (plus GST) for the 3-day course

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

*Check-in, coffee and muffins start at 8:00 a.m.
Afternoon refreshment provided.*

*Group size is limited to 20.
On-site delivery of this workshop is available.*

About The Fundamentals of Leadership Certificate

The Certificate Program is divided into three 3-day courses spaced one to three months apart to encourage the application of learning and transfer of skills to the workplace. The courses can be taken separately for individual advancement or skills development.

Participants completing the all three courses: Interpersonal Communication & Decision Making; Leadership Skills Development; and Performance Management will be awarded a **Fundamentals of Leadership Certificate** from Algonquin College.

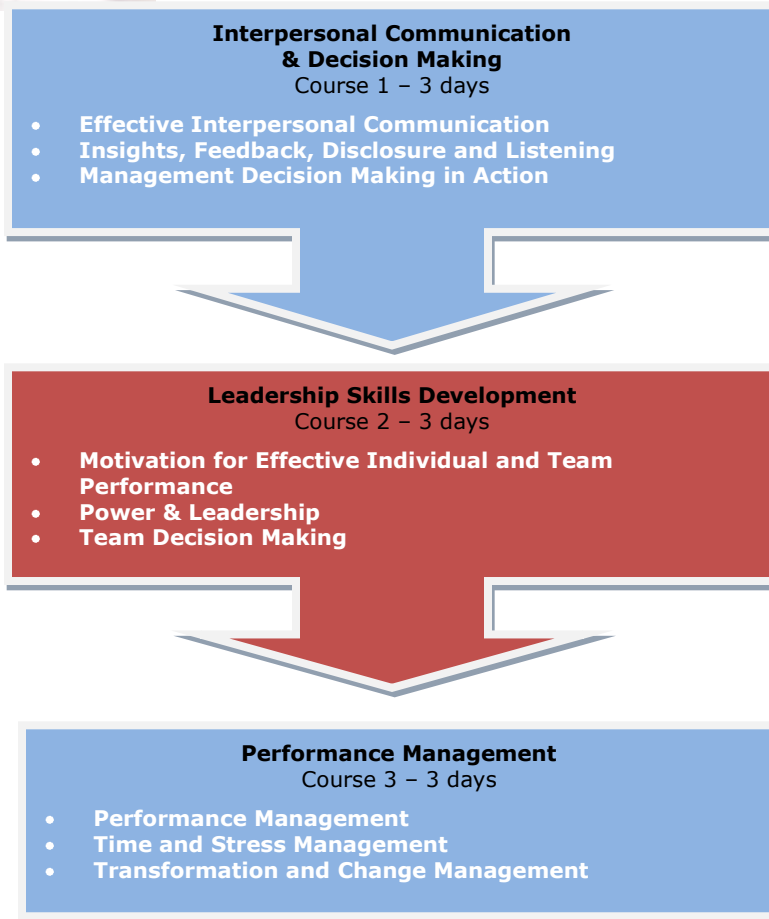


Algonquin College's **Fundamentals of Leadership Certificate Program** equips managers with effective tools to bring out the best in their team members to achieve and exceed organizational objectives.

THE PROGRAM...

- Integrates the contemporary management concepts, skills and tools needed for successful leadership
- Enables managers to be effective guides and resources for their teams
- Reinforces learning and promotes the transfer of skills into the workplace through the use of action plans and a final Behavioural Application Report following the end of the program

RECOMMENDED CERTIFICATION PATH



Completion of the Certificate provides credit toward the following exemptions: MGT2350 Foundations for Success (16 hours); MGT2381 Human Resource Management (48 hrs) and MGT1000 Business Elective (48hrs). These courses are offered in the following diploma programs: Three Year Business Administration Program or Human Resource Management Certificate.

For more information or to register

Call Sue at (613) 727-7729

Email training@algonquincollege.com

PROGRAM INSTRUCTORS

FRANK RAMBEAU has over 30 years of hands-on human resources and consulting experience, gained with Digital Equipment of Canada Limited, Bell-Northern Research, and as a consultant. He has international work experience and has received Management and Organization Development training through National Training Labs and University Associates in the United States. Frank specializes in management training, negotiation, performance management, behavioural interviewing and organizational development.

IAN HENDERSON is committed to enriching people's lives and work. Ian's programs focus on self-development and on realizing a healthy, well-balanced work and home life. Ian has mentored countless facilitators, prepared newly recruited continuing education instructors, and aided loaned representatives at United Way/Centraide Ottawa to achieve Campaign results. He is a certified grief educator working in the area of bereavement and facilitating grief support groups. Ian's instructional design and delivery focus is in leadership development for first-time managers, supervisors and team leaders; time and stress management; achieving work-life balance; and helping people to fully develop their communication skills.