

Fundamentals of Leadership Certificate

Successful leaders facilitate and enable staff to perform effectively. In this course you'll learn how to provide constructive feedback based on measurable terms in a timely fashion while adapting personal style to meet the needs of staff and the situation.

Course 3: PERFORMANCE MANAGEMENT

HOW YOU WILL BENEFIT

Engaging employees is essential for maintaining productivity, building trust, and preparing the workforce for change. Benefit by learning how to apply an approach that is consistent and maintains open communication channels year-round.

After this course, you will be able to:

1. Conduct effective employee appraisal interviews.
2. Increase employee productivity by using time management techniques.
3. Understand your role in helping others through organizational change.

Day 1 Performance Management

- Understand the framework used for performance management.
- Learn how to conduct a detailed task analysis study for each direct report.
- Lead formal and informal employee appraisal interviews.
- How to use and provide feedback for improved performance.

Day 2 Time and Stress Management

- Learn how to employ time and stress management techniques to increase personal and group productivity.

Day 3 Transformation and Change

- Central to all aspects of change are people and leadership. Employ strategies to introduce and encourage acceptance of change.
- This module includes a summary review and discussion of the overall program.

BUILD YOUR COMPETENCY IN

- Providing feedback that is timely and meaningful
- Taking action to increase people's effectiveness
- Mitigating the factors that can lead to stressful situations
- Championing and adapting to change

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: March 8, 9, 10, 2010
June 7, 8, 9, 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.

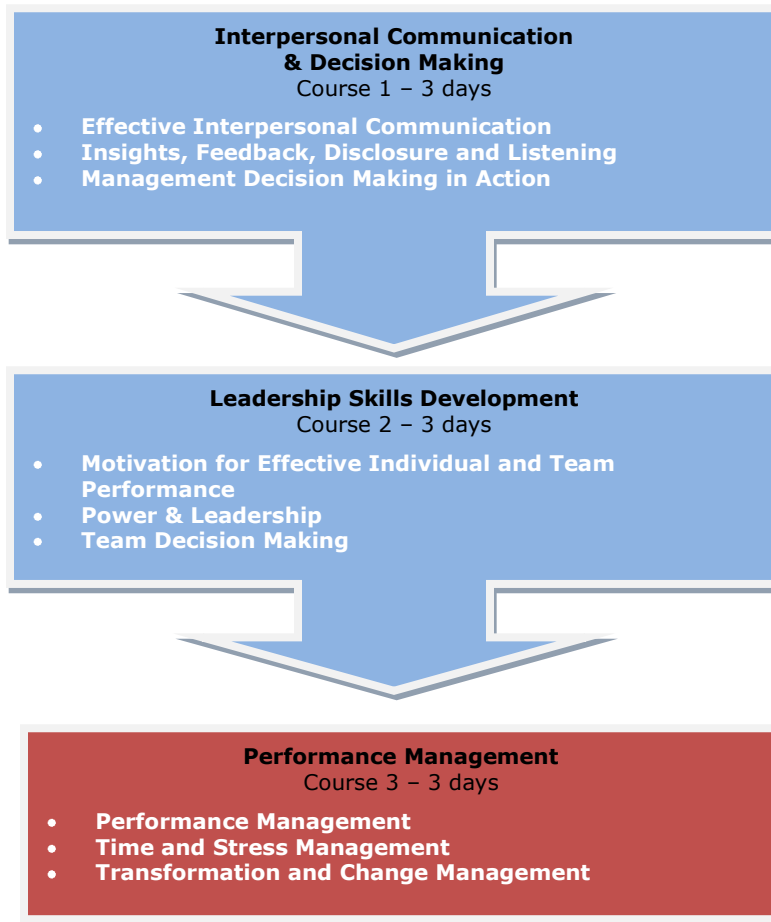


Algonquin College's **Fundamentals of Leadership Certificate Program** equips managers with effective tools to bring out the best in their team members to achieve and exceed organizational objectives.

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.