

Fundamentals of Leadership Program

Algonquin's Fundamentals of Leadership (FLP) is a program designed to enable managers to be effective guides and resources for their teams.

This program integrates contemporary management concepts, skills and tools that create the foundation for successful leadership in organizations. The program focuses on critical leadership issues including: effective communication techniques, motivation, the 'right' use of power, decision-making strategies, performance, time, and change management that are affected by unique organizational structures. The essence of FLP is to equip managers with effective tools to bring out the best in their team members to achieve a significant impact to the organization's business objectives.

The FLP is comprised of three, 3-day courses (a total of 9 days). The courses are typically spaced 2 – 3 months apart to encourage the application of learning and the transference of skills into the workplace. The program can be customized to suit your organization's requirements.

COURSE 1: INTERPERSONAL COMMUNICATIONS

Effective leaders need to understand and be able to use, day-to-day, the communications techniques that will ensure that they and their team understands each other's goals and needs. Effective leaders require the communication skills to engage team members to drive direction, establish priorities, generate ideas, resolve issues, and assist in decision making. This course defines the process of interpersonal communication and its influences.

Module 1 – Effective Interpersonal Communications

In this module, the theories and concepts associated with interpersonal communications are learned and practiced both in class and through application in the workplace.

Module 2 – Insights, Feedback, Disclosure and Listening

This module addresses many key areas including how the individual's preferred behavioural pattern influences personal working style, interaction with others, decision making, working with the team, and dealing with difficult people. This module focuses on how these differences affect team relationships and one-to-one communications. As well, this module examines the application of concepts such as feedback, self-disclosure and empathetic listening.

Module 3 – Management Decision Making in Action

In this module, participants build upon theories and concepts previously introduced in the course to decision making and problem solving. Participants will learn how to apply a four-step decision-making process, and understand the decision-making framework of rational decision-making and risk.

COURSE 2: LEADERSHIP SKILLS

Effective leaders need to understand motivation and how to shape an effective team. They must be able to identify which leadership styles to apply, and when to be flexible in the choice of styles. This course covers fundamental leadership skills including concepts of motivation, organizational structure, power and leadership, and developing a positive work climate.

Module 4 – Motivation for Effective Individual and Team Performance

This module introduces participants to motivational theory, concepts and best practices. The effective leader must understand motivation in the workplace and how it impacts upon effective individual and team performance.

Module 5 – Power and Leadership

On the job, leaders are required to recognize and use power to get things done. This module introduces participants to concepts of power and leadership, and provides an understanding of power and what happens to communication when power is abused or well used.

Module 6 – Team Decision Making

This module will develop the performance potential of teams and enhance the motivational climate by adapting leadership style to team or employee readiness. Learners will understand the stages of team development and recognize the difference between groups and teams. In addition, participants will understand effective team operations, recognize team dysfunction and learn to identify appropriate forms of effective team decision making for selected problems and issues.

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COURSE 3: PERFORMANCE MANAGEMENT

Successful leaders facilitate and enable their staff to perform effectively. This course provides participants with the knowledge and tools to conduct a detailed task analysis study for each direct report, lead effective formal and informal employee appraisal interviews, apply effective time management techniques to increase personal productivity, provide constructive feedback based on measurable terms in a timely fashion while adapting their personal style to meet the needs of staff and the situation, and deal with organizational change.

Module 7 – Performance Management

This module introduces a framework for performance management.

Module 8 – Time and Stress Management

In this module participants learn how to employ time and stress management techniques to increase personal and group performance.

Module 9 – Transformation and Change

This module provides participants with strategies to introduce and encourage change in the workplace. Central to all aspects of change are people and leadership. This module will also include a summary review and discussion on the overall program.

Contact:

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613-727-4723, ext. 2534

Education Credit

Participants who successfully complete all three courses will be awarded a Fundamentals of Leadership Certificate from Algonquin College.

Application of Learning – Action Plans and Behavioural Report:

This information is consolidated into a final Behavioural Application Report following the end of the program to reinforce learning and promote transference of skills into the workplace.