

FUNDAMENTALS OF LEADERSHIP

Three-part professional development program leading to an Algonquin College certificate.



accorporatetraining.com

1 (833) 282-6852

ALGONQUIN
COLLEGE

Corporate Training

FUNDAMENTALS OF LEADERSHIP

An Algonquin College Certificate Program

PROGRAM OVERVIEW

The Fundamentals of Leadership program delivers comprehensive, hands-on professional development in the theories, methodologies and approaches in practice by effective leaders today.

Developed in consultation with experienced leaders and subject matter experts, the program offers knowledge, skills and approaches that are applicable across public and private sectors, and will be invaluable to anyone wanting to advance their career. Complete the series of three courses to earn an Algonquin College certificate.

PROGRAM DESCRIPTION

EFFECTIVE INTERPERSONAL AND ORGANIZATIONAL COMMUNICATION

Effective leaders are able to adapt their communication in a variety of ways to ensure that individual, team and organizational goals are clearly understood.

Communication Essentials

- Explore theories and concepts associated with interpersonal communication
- Use communication to establish priorities, generate ideas, resolve issues and assist in decision making
- Identify organizational communication structures and their influence on performance
- Learn more about DYNAMIX, a unique tool that measures personal behavioural preferences and supports effective communication with others

Feedback and Listening

Explore the different ways in which we communicate within the workplace and how preferred behavioural patterns influence personal working style, decision making, and interaction with others.

- Understand how cultural variations influence our working relationships and why
- Examine the application of feedback, self-disclosure and empathic listening

The DYNAMIX® of Communication and Team Effectiveness

- Receive your personalized DYNAMIX Profile Report completed online prior to the first day of class
- Learn to develop a common language among team members to improve effectiveness
- Recognize and appreciate differing communication styles
- Learn to adapt your communication style to build rapport and trust
- Provide effective and actionable feedback to team members

Course 1 (4 DAYS)

LEADERSHIP SKILLS

Alternative problem solving skills are the basis for leadership success in contemporary organizations. Participants work on alternate problem solving skills, while learning the subtle nuances of employing and developing emotional intelligence. Appreciative inquiry is emphasized through the development of emotional intelligence responses using real-life scenarios, interpretation, application and evaluation.

Problem Solving through Appreciative Inquiry

- Creating opportunities from challenges
- Traditional problem solving versus appreciative inquiry
- Application of creativity in the appreciative inquiry process

Changing Perspectives

- Develop techniques for identifying issues and problem solving
- Identify appropriate forms of decision making for selected problems and issues

Developing Emotional Intelligence

- Improve your management of day-to-day stresses
- Steer through the social intricacies within the workplace
- Enhance motivation by adapting leadership style to team or employee readiness
- Engage in difficult conversations while maintaining engagement with the other person

Course 2 (3 DAYS)

Build your competency in:

- Communicating with individuals and team members
- Establishing priorities and objectives consistent with resources
- Encouraging and working with others for continuous improvement
- Taking appropriate action to improve individual and organizational performance



KEY BENEFITS AND FEATURES

- Integrates contemporary concepts, skills and approaches required to be a successful leader today
- Helps participants enhance their ability to be an effective coach, manager and leader
- Reinforces learning and promotes the transfer of skills into the workplace through the use of action plans, accountability reporting, case studies, and the completion of knowledge-based assessments
- Successfully complete all components of the program and be awarded an Algonquin College Certificate in Fundamentals of Leadership

BUILDING A PERFORMANCE CULTURE

Successful leaders are skilled facilitators and enablers of staff performance. Participants learn how to empower staff and create a positive working environment. You'll have the opportunity to coach peers and provide tailored feedback, as well as receive ongoing feedback throughout the course. Building environments where collaboration, transparency and feedback are a natural state is a major focus of this course.

Building a Performance Culture

- Leading with integrity and supporting organizational values
- Developing trust as a leader and determining your leadership style
- Differences between commitment and compliance within a performance culture
- Encouraging teams to contribute to the organizational vision
- The influence of demographics on workplace characteristics and employee engagement.

Keys to Motivation

- Identifying performance gaps and strategies to introduce and encourage acceptance of change

Coaching and Talent Management

- Coach individuals and teams to contribute positively to their own careers and overall organizational performance
- The performance cycle and coaching to remove obstacles to performance
- Explore the difference between performance coaching and talent management
- Identifying talent gaps and putting the right talent in place at the right time
- Explore the critical drivers to talent development and retention
- A capstone exercise provides a summary review of the concepts covered throughout the program

Course 3 (3 DAYS)

PRE- AND POST-COURSE REQUIREMENTS

The program includes readings and assignments prior to, during or after class.

Pre-course preparation for Course 1

- Complete a brief self-assessment survey to immediately learn about your communication preferences measured against five skills commonly used in interpersonal interactions.
- In preparation for the course, you will complete an online DYNAMIX® questionnaire. When you attend the course, you will receive your DYNAMIX® Personal Performance report and will learn how you can use self-awareness of your personal preferences and behaviours to respond to people and changes in your day-to-day environment.

Pre-course preparation for Course 2

- Complete a short emotional intelligence self-assessment that introduces the domains of emotional intelligence.
- Read through a provided case study which will later be used in group work.

Pre-course preparation for Course 3

- Complete the Leadership Legacy exercise to gain insight into how your leadership is viewed by your peers, direct reports and leader.
- Read through a 3-page case study which will later be used in group work.

Post-course report for Course 3

- Based on your course-by-course personal action plans, complete and submit a comprehensive Personal Accountability Report that will guide adoption of new knowledge, skills and behaviours in the workplace following completion of the program.

This Algonquin College Certificate program is a blended program involving online and in-class work, completion of a variety of self-assessment tools, online quizzes, and a personal action plan in each course that feeds into a final Personal Accountability Report.

Attend this program if you:

- Are a supervisor, manager or team leader
- Strive to develop a high-performing team
- Aspire to a leadership role and seek to develop the skills and practices of an effective leader

Fundamentals of Leadership is designed to be taken as a program. It is offered on an open enrollment or dedicated group basis virtually, at our downtown Ottawa Corporate Training facility, or on-site at your location.



Courses in the program include:

- Effective Interpersonal and Organizational Communication
- Leadership Skills
- Building a Performance Culture

Learning for Performance™
Algonquin College Corporate Training
700 Sussex Drive, 2nd Floor
Ottawa, Ontario K1N 1K4
Email: training@algonquincollege.com
Phone: 1 (833) 282-6852

“Thought provoking, learned new material. Enjoyed the openness and exchanges of information between participants and participant and instructor. Would definitely recommend others to attend.”

- Lauren S.