



## EMERGING LEADERS INSTITUTE



# Leadership for Teams Everywhere

The Emerging Leaders Institute is for employees interested in leadership skills and new managers who are ready to focus on core leadership skills. Seasoned managers would benefit from this training as well, as they will learn current and proven leadership strategies.

## 2021/2022 EMERGING LEADERS INSTITUTE COURSE SCHEDULE

**Each course is only  
\$23 and earns a 1/2  
unit of college credit!**

Select the individual courses that best meet your needs or take all eight courses and earn a Certificate of Accomplishment!

### Employee Engagement:

*Improve Performance, Productivity, and Retention*

Online      Sept. 2 - 16, 2021      MGMT 50N - 39708


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 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*

Online      Oct. 7 - 21, 2021      MGMT 51C - 39710

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 in management.



Face-to-face classes are taught from 1-5PM  
at the Merced College Business Resource  
Center, 630 W. 19th Street in downtown  
Merced.

All on-line classes are self-paced and easy  
to navigate on Canvas, Merced College's  
on-line platform. Participants have two  
weeks to complete each on-line course

### **Leading with Strengths:**

*Maximize Your Talents and Develop Your Strengths*

Online                      Nov. 4 - 18, 2021                      MGMT 50S - 39712

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### **Values & Ethics:**

*Cultivate an Ethical Working Environment*

Online                      Dec. 2 - 16, 2021                      MGMT 50B - 39714

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:**

*Working with Cross-Generational Teams*

Face-to-Face 1-5PM Feb. 3 & 17, 2022                      MGMT 50K - TBA  
Online                      Feb. 3 - 17, 2022                      MGMT 50K - TBA

There is not a "one size fits all" approach to leading, communicating, and motivating cross-generational teams. Participants will understand why each generation behaves the way they do and leave the class with tools that will help them work better together.

### **The Challenges of Leadership:**

*Difficult People, Tough Conversations, and Discipline*

Face-to-Face 1-5PM March 3 & 10, 2022                      MGMT 50A - TBA  
Online                      March 3 - 17, 2022                      MGMT 50A - TBA

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 also learn a conflict resolution model which has proven helpful in conducting conversations where there is disagreement.

### **Emotional Intelligence:**

*Improve Relationships and Increase Productivity*

Face-to-Face 1-5PM April 7 & 14, 2022                      MGMT 50P - TBA  
Online                      April 7 - 21, 2022                      MGMT 50P - TBA

This workshop will reveal the 4 domains of EQ and guide you through specific activities to increase your proficiency in each domain. The domains are self-awareness, self-management, social awareness, and relationship management. Topics include better work environment, happier and more loyal employees and customers, stronger bottom line, good people/relationship skills, and increase fulfillment and success in life.

### **Authentic Leadership:**

*Know Yourself, Lead your People*

Face-to-Face 1-5PM May 5 & 12, 2022                      MGMT 50P - TBA  
Online                      May 5 - 19, 2022                      MGMT 50P - TBA

This workshop is designed to help leaders cultivate their own authentic leadership skills. Participants will focus on follower's four basic needs and will learn the dimensions of authentic leadership. Emphasis will be placed on the growth of trust and best-selling DVD "The 5 Dysfunctions of a Team" will be featured.

For more information contact  
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