

# MERCED COLLEGE EMERGING LEADERS INSTITUTE



**2019 - 2020 EMERGING LEADERS INSTITUTE COURSE SCHEDULE** Each course is just \$23<sup>00</sup> and earns ½ unit of college credit!

COURSE #	DAY/TIME	DATES	COURSE TITLE
MGMT 50N	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>SEPTEMBER</b> 5 & 12, 2019 5 & 12, 2019 11 & 18, 2019	<b>Employee Engagement:</b> Improve Performance, Productivity, and Retention
MGMT 51C	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>OCTOBER</b> 3 & 10, 2019 3 & 10, 2019 9 & 16, 2019	<b>Leadership Essentials:</b> What Emerging Leaders Need To Know
MGMT 50S	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>NOVEMBER</b> 7 & 14, 2019 7 & 14, 2019 13 & 20, 2019	<b>Leading with Strengths:</b> Maximize Your Talents and Develop Your Strengths
MGMT 50B	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>DECEMBER</b> 5 & 12, 2019 5 & 12, 2019 4 & 11, 2019	<b>Values &amp; Ethics:</b> Cultivate an Ethical Working Environment
MGMT 50K	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>FEBRUARY</b> 6 & 20, 2020 6 & 20, 2020 12 & 19, 2020	<b>Generational Diversity:</b> Working with Cross-Generational Teams
MGMT 50A	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>MARCH</b> 5 & 12, 2020 5 & 12, 2020 11 & 18, 2020	<b>Challenges of Leadership:</b> Difficult People, Tough Conversations and Discipline
MGMT 50P	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>APRIL</b> 2 & 9, 2020 2 & 9, 2020 1 & 8, 2020	<b>Emotional Intelligence:</b> Improve Relationships and Increase Productivity
MGMT 50L	Thursday 8-12:15 Thursday 1-5:15 Wednesday 1-5:15	<b>MAY</b> 7 & 14, 2020 7 & 14, 2020 13 & 20, 2020	<b>Authentic Leadership:</b> Know Yourself, Lead Your People

**For more information, call (209) 386-6733 or visit [www.businesscommunityeducation.com](http://www.businesscommunityeducation.com).  
Classes are at the Merced College Business Resource Center: 630 West 19th Street/ Merced, CA 95340.**

*Complete all eight modules  
and receive a Completion Award Certificate  
from Merced College in addition to 4 units of credit!!!*

## **EMPLOYEE ENGAGEMENT:**

### **Improve performance, Productivity, and Retention**

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**

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 management.

## **LEADING WITH STRENGTHS:**

### **Maximize Your Talents and Develop Your Strengths**

This class is designed to help leaders recognize their own strengths and learn how to invest in the strengths of those they lead. Participants will take the Strengths Finder 2.0 Assessment (CliftonStrengths) and be able to inventory the strengths of the team they are on and the team they lead. (Costs associated for the assessment.)

## **VALUES AND ETHICS:**

### **Cultivate an Ethical Working Environment**

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:**

### **Leading Cross-Generational Teams**

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.

## **CHALLENGES OF LEADERSHIP:**

### **Difficult People, Tough Conversations and Discipline**

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**

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 increased fulfillment and success in life.

## **AUTHENTIC LEADERSHIP:**

### **Know Yourself and Lead Your People**

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.