

Leadership Certificate Program

August 2012 – January 2013, one full-day session per month

To adapt and survive in a rapidly changing marketplace, today's manager must be able to communicate a vision and guide their employees towards the goal. "Leader" no longer denotes a level but instead describes just one of the functions of a manager.

***Does your organization have the leaders it needs to achieve your goals?
Are your leaders ready and able to:***

- *Deliver consistent results?*
- *Make critical decisions?*
- *Identify, develop and retain key talent?*
- *Build high performance teams?*
- *Assume greater responsibility?*

For the first time, Sinclair Workforce Development is offering a fast-track version of our leadership development series designed for companies, to individuals. The program will be delivered over six months - one session per month - and provides targeted tips and techniques to help high-potential talent accelerate their development as leaders. Participants will be assessed using proven, highly researched assessment tools that characterize effective leaders. They will then use the strengths and skill gaps identified to build an individual development plan that will enable them to immediately apply these concepts within their organizations. In addition, participants will have the opportunity to share this experience with leaders from other organizations further enhancing their knowledge and providing valuable networking connections.

Session One- Accelerating Leadership Effectiveness- Making the Transition from Manager to Leader – Thursday, August 16, 2012

This session uses results from a leadership style assessment to provide feedback on the individual's leadership style (highlighting both strengths and potential derailers) as well as the possible impact of this style on team and organization performance. This feedback, combined with research on effective leaders, provides a unique foundation for the entire program and a customized roadmap to individual leadership development.

Session Two- Defining Organizational Strategy & Goals – Thursday, September 13, 2012

This *working session* is designed to introduce best practices in planning and goal-setting and then to immediately apply these concepts to create real-world plans and goals for managers and teams. Participants will develop the skills needed to effectively set strategic and team goals, deal with potential problems, make effective decisions to adapt to changing situations and motivate employees to achieve success. Participants will supply their own specific corporate goals from which to create their plans and team/individual goals.



In the past, leadership was considered an executive role, focused primarily on strategy and vision – using executive influence to drive change.

Today, change is expected to be driven at every level which has pushed the concept of "leadership" down into the organization.



Session Three- Effective Decision Making & Driving Change – Thursday, October 18, 2012

To be truly successful as a leader, an individual must be able to make effective decisions when choosing between strategic options and gain buy-in from others to effect change. This module introduces a proven model for effective decision making that provides the foundation for introducing and managing change within a team and organization.

Session Four- Aligning Talent to Strategy – Thursday, November 15, 2012

Even the best strategy is useless if an organization lacks the talent to execute it. Successful leaders make talent management a strategic priority and ensure that the organization's people "infrastructure" supports goal achievement and evolves as the strategy evolves. This module uses organizational goals as the foundation for identifying the structure and specific talent needed to create high performance teams that deliver results. Leadership values are identified and used to tailor best practices in talent development and retention.

Session Five- Leader as Coach – Thursday, December 13, 2012

A key cause of leadership failure is the inability to drive employee performance and delegate effectively. Delegation does not just allow leaders to assume additional responsibility; it also creates real-life opportunities to coach direct reports to develop new skills. This module focuses on tips and techniques for effective coaching that drives performance as well as the accountability required for effective delegation.

Session Six- Inspiring Accountability & Teamwork – Thursday, January 17, 2013

Based on Patrick Lencioni's model of "The Five Dysfunctions of a Team" - this module switches the focus from self to others and from building not only productive teams but healthy teams. As a leader, there are at least two teams; one of which to lead, and one of which to be a member. The leader's role in building a great team is twofold; to model the desired behavior, and to set up a structure to facilitate effective team behavior.



**The Fall Leadership Certificate Program
begins August 16, 2012**

**Space is limited – Contact Kym Yahn to reserve your seat!
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