

Leadership Essentials for Managers Certification Program Calendar

*** Dates and topics are subject to change ***

| Date & Time | Session/Instructor | Topics Addressed |
|---|---|---|
| Thursday, April 26 9:00-11:30 AM | Session 1: You as a Leader | <ul style="list-style-type: none"> • What is leadership? • Leader vs. manager • Leadership styles • Personal reflection & action-planning |
| Thursday, May 24 9:00-11:30 AM | Session 2: Leading and Navigating CCRI | <ul style="list-style-type: none"> • Roles and structure at the college • Working with unions • Understanding the CCRI student experience • CCRI's Strategic Plan • History, mission, values, and culture at CCRI |
| Thursday, June 21 9:00-11:30 AM | Session 3: Diversity and Inclusion | <ul style="list-style-type: none"> • Benefits of an inclusive environment • Understanding unconscious bias • How to build an inclusive and diverse environment • Harassment and discrimination • State policies: violence in the workplace, ethics, etc. |
| Note: No session in July | | |
| Thursday, August 23 9:00-11:30 AM | Session 4: Professional Communication in a Diverse Workplace | <ul style="list-style-type: none"> • Understanding communication styles • Interactive listening • Delegation and collaboration |
| Thursday, September 27 9:00-11:30 AM | Session 5: Understanding and Navigating Workplace Law and Policy | <ul style="list-style-type: none"> • Working with unions • Understanding key policies: privacy/HIPPA, Americans with Disabilities Act, Pregnancy, Family Medical Leave Act, etc. |
| Thursday, October 25 9:00-11:30 AM | Session 6: Effective Supervision | <ul style="list-style-type: none"> • Importance of relationships/trust • Goal-setting with supervisees • Setting clear expectations • Effective supervision meetings • Accountability |
| Thursday, November 29 9:00-11:30 AM | Session 8: Managing Workplace Conflict | <ul style="list-style-type: none"> • Understanding conflict and why it happens • Framework/methodology for addressing conflict |

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- Communicating effectively around conflict
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Thursday, December 20
9:00-11:30 AM

**Session 7:
Coaching and Feedback**

- Empowering others
 - When, how, and where to give constructive feedback
 - When and how to give positive feedback
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Thursday, January 24
9:00-11:30 AM

**Session 9:
Hiring 101**

- Job descriptions
 - Resume review
 - Behavioral Interviewing skills
 - Identifying fit – position, culture, etc.
 - Diversity & inclusion
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Thursday, February 21
9:00-11:30 AM

**Session 10:
Strategic Thinking and Decision Making**

- What is strategic thinking
 - Define strategy, tactics, tasks
 - How to identify priorities
 - How to measure progress
 - How to select and analyze data
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Thursday, March 21
9:00-11:30 AM

**Session 11:
Project Management**

- How to develop a project plan
 - Understanding your team and how to utilize team members
 - Understanding resources
 - Managing expectations
 - Project Management tools
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Thursday, April 18
9:00-11:30 AM

**Session 12:
Planning and Facilitating Effective Meetings**

- Why have a meeting
 - Structuring a meeting
 - Agendas
 - Facilitation – keeping meetings on track, engaging participants, handling disruptive participants
 - Next steps/follow through/tangible outcomes
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11:30-12:30 PM

**Celebration & Closing Lunch with
Senior Leadership Team**
