



Center for Business and Workforce Education

Leadership Development Series 202

January 2022 - June 2022

8:30 AM –12:00 PM

RCTC Heintz Center – Room H1415

\$599 per person, Early bird special of \$550 if registered by 12/17/2021

Are you looking to take your leadership skills to the next level? This series is designed to enhance leadership skills and to provide a venue for discussion and learning from others. The following classes will promote a higher-level thinking and problem solving to assist you in your leadership role. As you progress through the program, you will have the opportunity to build strong relationships with your cohort that will assist in building a leadership network along with supporting you in your leadership journey.

Program Schedule:

Date	Time	Topic	Location
January 26, 2022	8:30am – 12:00pm	Strength-Based Leadership and Team Development	RCTC Heintz Center H1415
February 16, 2022	8:30am – 12:00pm	Coaching for Employee Performance	RCTC Heintz Center H1415
March 16, 2022	8:30am – 12:00pm	Inclusive Leadership	RCTC Heintz Center H1415
April 13, 2022	8:30am – 12:00pm	Navigating Beyond Conflict	RCTC Heintz Center H1415
May 11, 2022	8:30am – 12:00pm	Employee Accountability	RCTC Heintz Center H1415
June 15, 2022	8:30am – 12:00pm	Keep Growing Your Leadership Skills	RCTC Heintz Center H1415

Strength-Based Leadership and Team Development

In today's workforce, people are quitting their jobs at record rates, causing many organizations to scramble to retain talented staff. When it comes to employee retention and successful performance, managers and leaders matter **a lot**. It's crucial for managers to understand what drives their people—to inspire great work and to give them a reason to stay.

Leaders are the catalyst for positive workplace experiences. When leaders understand their innate talents and where to leverage their strengths, they have a great foundation for developing, retaining, and leading high performing teams. During this session, participants will:

- Gain a working knowledge of Strengths-based Leadership principles
- Explore how to leverage their own strengths and understand potential blind spots that can impact individual and team success
- Practice using strengths-based team development tools

Each participant will complete a StrengthsFinder assessment prior to this session. Bring your StrengthsFinder Report to the session.

Coaching for Employee Performance

How do we take our employees from good to exceptional? The answer is coaching. During this course, we'll explore the communication and feedback skills necessary to help your employees develop the necessary skills to achieve their career goals. During the session, participants will:

- Apply key coaching skills including building trust, active listening, empathy, and providing effective feedback;
- Practice identifying personal and career goals for coaches; and,
- Explore and apply coaching styles and models

Inclusive Leadership

It's never been more critical for organizations to build a supportive and inclusive culture. The management of diversity and inclusion is no longer a focus on compliance. Instead, it has evolved to a strategic-level effort with a demonstrated positive impact on organizational performance. Companies that strive for diversity and inclusion in today's business climate achieve their intended business results and prove that diversity and inclusion are much more than a legal or moral requirement; they're also a competitive advantage. One of the challenges for workplace leaders is how to incorporate D.E.&I into their leadership practices.

This workshop provides an overview of diversity and inclusion and presents targeted and high-involvement diversity leadership practices that create a sense of belonging for employees. It examines diversity in the contexts of teams and leaders, and it frames diversity in terms of current business and cultural challenges.

Upon completion, participants should be able to:

- Identify what diversity, equity, and inclusion are and why they are important in your organization
- Pinpoint the characteristics of inclusive leadership
- Apply strategies and develop a plan to make your leadership style more inclusive

Navigating Beyond Conflict

Conflict happens. It happens between colleagues, with our customers, and even with our leaders. Many people struggle with conflict, however, with the right tools; we can resolve conflicts in a way that leaves both people feeling good. In this workshop, participants will learn concrete skills that can be implemented immediately to successfully resolve conflict. Upon completion, participants will be able to:

- Identify sources of conflict between colleagues, customers, and leaders;
- Define your preferred conflict resolution style;
- Apply tools for successful conflict resolution in various settings; and,
- Explain how to deal with difficult people, especially those who do not respond to your best conflict management skills

Employee Accountability

Holding employees accountable for their work and actions is a crucial part of the management process. Organizations that promote and follow through with accountability measures are more successful and productive. In this session, participants will learn about what accountability is, how to promote it in your organization, and how to become more accountable to yourself and others. Upon completion of this session, participants should be able to:

- Define Accountability
- Apply the cycle of accountability and the fundamental elements required to build an accountable organization
- Build skills required for accountability, including goal setting, giving and receiving feedback and delegation
- Study ways to manage accountability for people not in your direct chain of command
- Learn ways to give effective feedback

Keep Growing Your Leadership Skills

A personal commitment to life-long learning is a hallmark of great leadership. A leader's ability to apply education and training into improved leadership practices is a significant driver of success. This final session will incorporate pieces of the 5 previous sessions and include additional content based upon the learning goals of the participants. During this session, participants will:

- Identify leadership competencies to continue developing
- Develop a deeper understanding about creating an environment that supports the leadership development of those who report to them
- Participate in sharing ideas for ongoing leadership development



Center for Business and Workforce Education

Registration

[Professional Series - Minnesota State Colleges and Universities \(rschooltoday.com\)](http://rschooltoday.com)

Name:	(Last)	(First)	(M.I.)
Social Security Number: Not required, for identification only		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:
Home Address:		Apt/Unit #:	PO Box #:
City, State, Zip:		Phone:	
E-mail Address:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
		Alt. Phone:	
		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Payment Required At Time Of Registration (does not qualify for financial aid)			
Student Signature:		Date:	
Registration Information: For registration and cancellation policies, please refer to our website: http://www.rctcbwe.com			
Payment Information:			
<input type="checkbox"/>	Check #:	By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution. Mail registrations with check payment to: RCTC c/o Business & Workforce Education 851 30th Ave SE Rochester, MN 55904	
<input type="checkbox"/>	Company Billing	Attn:	PO/Voucher #:
	Company Name:		Work Phone:
	Company Address:		City, State, Zip:



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A member of the Minnesota State System and an affirmative action/equal opportunity college.
RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.

