

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

January to June 2012

The Leadership Development Certificate program is for anyone looking to formalize learning in this area, whether you are a seasoned leader or new to the role. This program's modular format is designed for the adult part-time learner. You can take a few courses or the entire program in a time frame that fits for you. A different assortment of core and elective modules will be offered three times a year - Fall, Winter and Spring. We recommend you start with the *Leadership Overview* module.

Learners will have completed a minimum of 141 hours of the required core and elective courses within 5 years, and completed a final assessment of their learning to receive the Camosun College credential - the Certificate in Leadership Development. To receive an information package once the required course hours are complete, call 250-370-4565 or email sofbus@camosun.bc.ca.

Program details including the course schedule for each semester is available at camosun.ca/leadership.

All classes are taught at Interurban Campus.

**To register call 250-370-3550
or go to camosun.ca/ce**

Required Core Courses: (117 hours)

Leadership Overview	12 Hours
Coaching	6 Hours
Effective Teambuilding	12 Hours
Hiring the Best People	6 Hours
Leadership & Organizational Culture	6 Hours
Leading Change	9 Hours
Managing Performance	6 Hours
Managing Workplace Conflict	12 Hours
Personally Effective Leadership	15 Hours
Problem Solving & Decision Making	9 Hours
Strength Through Diversity	9 Hours
Workplace Communication	12 Hours

Electives: (minimum of 24 hours required)

Building Relationships with Indigenous People	9 Hours
Bullying, Abuse of Authority & Human Rights	6 Hours
Coaching Conversations	3 Hours
Dealing with Difficult Interactions	6 Hours
Financial Literacy for Leaders	6 Hours
Great Meetings!	6 Hours
Leading for Work Life Balance	6 Hours
Leading the Multigenerational Workforce	6 Hours
Orientation, Training & Development	9 Hours
Project Management	9 Hours
Speaking with Confidence	12 Hours
Speaking with More Confidence	6 Hours
Strategic Planning	12 Hours
The Art of Dialogue	9 Hours
Writing Skills for Leaders	12 Hours



Leadership Development Certificate Program

FREE Information Session

Join us for a free information session to learn more about the Leadership Development Program.

Call 250-370-3550 to register.

2012W LDCT 990V 001 • Wed, Jan 11 • 6-7pm

2012W LDCT 990V 002 • Wed, Mar 7 • 6-7pm

Leadership Overview

As the workplace becomes more complex and diverse, the role of the supervisor is ever expanding. The more skills you have, the better equipped you will be to do the job. The Situational Leadership model will be introduced which will explain the various styles of leadership and when they are most appropriately used. Change and diversity, fundamental issues in today's workplace, will also be covered. This course is the foundation for this program and a core requirement for the certificate. It is recommended that learners start with this module.

(Formerly Leadership for Supervisors - Overview)

2012W LDCT 500V 001 • Jan 16-21 • 3 sessions

Mon, Wed • 6-9pm and Sat 9am-4pm • \$325

Terri Chyzowski

2012W LDCT 500V 002 • Mar 20-24 • 3 sessions

Tues, Thu • 6-9pm and Sat 9am-4pm • \$325

Carole Gosse

Building Relationships with Indigenous People ^{New}

Camosun College is located on the traditional territories of the Coast Salish and Straits Salish people and is making significant efforts to indigenize curriculum in an effort to welcome and recognize indigenous people. The Leadership Development program will add this key element of learning as the ability to work with, and foster relationships with first people, is important. This new course will provide you with opportunities to reflect on your personal beliefs about Indigenous People and culture and examine some of the myths associated with Indigenous societies. You will gain knowledge about ways to respectfully work with Indigenous people. This course will be offered in the Spring, 2012.

Coaching

Coaching in the workplace means bringing out the best in your staff. Create an environment where others will feel empowered and where responsibility, acknowledgement and creativity will be encouraged.

With hands-on examples, you will use coaching principles in a variety of situations. Learn to apply these principles to lead your staff to success.

2012W LDCT 504V 001 • Mar 16 • 1 session

Fri • 9am-4pm • \$165 • Jane Grant

Effective Teambuilding

A group of people working together in the same office or on the same project does not necessarily function well as a team. Creating an effective team takes work. Using the strengths of each person, you will learn how to build an effective, productive team that is committed to reaching a common goal.

2012W LDCT 508V 001 • Feb 3-4 • 2 sessions

Fri, Sat • 9am-4pm • \$325 • Eliot Lowey

Great Meetings!

A well run meeting saves time, money and engages the participants. Come and find out what you can do so people leave your meeting saying, "What a great meeting!" Topics include: pre-planning, agendas, facilitation, managing differences and decisions, and action planning.

2012W LDCT 536V 001 • Mar 2 • 1 session

Fri • 9am-4pm • \$165 • Heather Hughes

Hiring the Best People

Your organization's financial health depends on finding and keeping good employees. Hiring well is only part of the job. You have to keep your employees happy and productive. This workshop reveals what the best managed organizations do in the early stages to find and keep good people.

2012W LDCT 505V 001 • Apr 27 • 1 session

Fri • 9am-4pm • \$165 • Linda Mulhall

Leadership and Organizational Culture

What is the culture of the organization? Although there are a variety of definitions, there is general agreement that culture is an important factor affecting behaviour, performance results and the effectiveness of change. You will explore the concept of organizational culture, how it is created, developed and managed. Using a diagnostic instrument, you will identify the shared values and beliefs in your organization and focus on the implications of that cultural perspective for your leadership role.

2012W LDCT 519V 001 • Feb 13-15 • 2 sessions
Mon, Wed • 6-9pm • \$165 • Linda Mulhall

Leading Change

This overview will introduce you to models for understanding change. You will explore the stages of the change process and focus on the human dynamics of change including resistance. The purpose is to provide a framework for understanding, to develop strategies for applying this to your workplace, and to enable you to successfully take a leadership role in meeting the challenge of change.

2012W LDCT 506V 001 • Feb 7-11 • 2 sessions
Tue • 6-9pm and Sat 9am-4pm • \$255
Terri Chyzowski

2012P LDCT 506V 001 • May 23-30 • 3 sessions
Mon, Wed • 6-9pm • \$255 • Terri Chyzowski

Leading for Work Life Balance New

Work-life balance is jeopardized in our world of immediate action and requirements to be available 24/7. Is that realistic? Is that wise? Is that a reality of leadership? Can you be a leader and live a work-life balance? In this course you will explore what work life balance looks like in today's world and how to develop an appropriate balance for you at this stage of your life and career. Concepts of productivity, flow, positivity and approach to work will be explored as they relate to work life balance.

2012W LDCT 537V 001 • Apr 13 • 1 session
Fri • 9am-4pm • \$165 • Nancy McPhee

Leading the Multigenerational Workforce

With changing workforces, multiple career moves and delayed retirements, today's leaders face many challenges in meeting the needs of their employees. In this course you will gain an understanding of the values and characteristics of the multigenerational workforce which provides insights into their motivations, priorities and expectations. You will learn how to use these insights to become an effective leader in your organization. In order to retain your best employees and keep the organization effective, it is important to foster a workplace culture where everyone achieves their full potential.

(Formerly Bridging the Generation Gaps)

2012W LDCT 529V 001 • Mar 3 • 1 session
Sat • 9am-4pm • \$165 • Ginger Bruner

Managing Performance

The ability to manage performance is based on regular feedback and an open and free exchange of information between the parties. Through this course you will be able to create an understanding of what needs to be accomplished so employees can work with clarity. You will learn how to effectively communicate expectations to staff, how to support them to fulfill the expectations and how they will be evaluated on those expectations. Within a highly experiential environment you will put theory into practice in the classroom. You will be given an opportunity to analyze problems, plan strategies and experience conversations to help you overcome challenges and manage successfully.

2012W LDCT 510V 001 • Mar 8-10 • 2 sessions
Thu • 6-9pm and Sat 9am-4pm • \$255
Heather Hughes

Managing Workplace Conflict

Conflict is normal and inevitable. Even though our associations with conflict may often be negative, working to resolve these differences is often a constructive growth experience – both for the organization and the individual. This introductory workshop explores concepts and skills that help people prevent, manage or work through conflict in a way that minimizes destructive conflict dynamics and maximizes mutual benefits. Note: Workplace Communication (LDCT 501V) is recommended before learners register for this course.

(Formerly Managing and Resolving Workplace Conflict)

2012P LDCT 502V 001 • May 11-12 • 2 sessions
Fri, Sat • 9am-4pm • \$325 • Nancy McPhee

Orientation, Training and Development

Orientation is not a one-time event. Together we will explore ways to develop effective orientation programs, assess and determine training needs, situate training and development within an organization's strategic direction, and measure training results.

2012W LDCT 512V 001 • Apr 19-21 • 2 sessions

Thu • 6-9pm and Sat 9am-4pm • \$255

Linda Mulhall

Personally Effective Leadership

The cornerstone of effective leadership is personal mastery. Using 360 feedback, small group exercises and reflective practice, this module is designed to increase self-awareness and personal efficacy.

Participants will be given assignments to complete between sessions in order to deepen their learning and build a foundation for on-going leadership development. Given that this module requires previous understanding of leadership principles and the capacity for personal introspection, it is likely that the participants will derive greater benefit if it is taken later in the program. Course dates are Mar 9 from 9am-4pm, and Mar 27, Apr 10, Apr 24 from 6-9pm

2012W LDCT 524V 001 • Mar 9-Apr 24 • 4 sessions

Fri • 9am-4pm and Tue 6-9pm • \$455

Ginger Brunner • Eliot Lowey

Problem Solving and Decision Making

Anticipating, preventing and solving problems are part of everyday work life. Using an effective model, you will learn a systematic approach to problem solving and decision making within a leadership role. You will also explore ways to seek consensus while facilitating group problem solving situations.

2012P LDCT 503V 001 • May 3-5 • 2 sessions

Thu • 6-9pm and Sat 9am-4pm • \$255

Cheryl Fitzpatrick

Project Management

Project Management is a fundamental skill in today's workplace. You will learn the basics of good project management, planning considerations, and how to create reasonable, manageable project objectives. You will also discuss the importance of keeping your project on track, scheduling and tracking tools such as the PERT and GANTT charts, and a review of the process upon project completion. Also, given that multiple project management is often a reality, you will discuss managing multiple project objectives and priorities simultaneously.

2012W LDCT 516V 001 • Feb 23-25 • 2 sessions

Thu • 6-9pm and Sat 9am-4pm • \$255

Thomas Jones

Speaking with Confidence

The ability to deliver a professional presentation in today's workplace is a much-desired skill. It allows you to share information and express your opinion effectively in a public forum. Whether you present in conferences, report in meetings or wish to improve your impromptu speaking – this course will provide the tips and techniques you need to see an observable improvement in your presentation content and style.

2012P LDCT 509V 001 • Jun 1-2 • 2 sessions

Fri, Sat • 9am-4pm • \$325 • Mary-Anne Neal

Speaking with More Confidence

You enjoyed "*Speaking with Confidence*" and saw your skill level and confidence improve. You left with a desire to further develop your presentation skills and project your personal style. This course will provide additional opportunities to practice your speaking skills as well as incorporate more tips and techniques under the coaching of Tracy Scott. This course has been specifically designed as a skills-development opportunity for learners who have previously completed LDCT 509V – Speaking with Confidence.

2012P LDCT 532V 001 • Jun 23 • 1 sessions

Sat • 9am-4pm • \$165 • Tracy Scott

Strategic Planning

Planning pays off! Learn the basics of the planning process including strategic and tactical/operational planning as well as time management. Today's supervisors must understand the larger organizational planning picture, visions and mission statements. All these will be discussed in terms of their connection with specific goals & objectives.

2012P LDCT 513V 001 • Jun 4-9 • 3 sessions
Mon, Wed • 6-9pm and Sat 9am-4pm • \$325
Alec Lee

Strength Through Diversity New

What does diversity mean and why is it so important? What can you do to recognize and value diversity? Ultimately today's workforce is diverse and leaders play an important role in creating a positive, respectful and inclusive workplace environment. In this course you will learn about the diversity that exists in the workplace and will be introduced to practices that can help you build on and support the strengths and skills of a diverse working group. Select topics of diversity will be discussed including, but not limited to, gender, culture and disability.

2012W LDCT 534V 001 • Feb 16-18 • 2 sessions
Thur • 6-9pm and Sat 9am-4pm • \$255
Mary-Anne Neal

The Art of Dialogue

This course introduces four dialogue processes specifically developed to provide a framework for conversations that matter. Open Space Technology, World Café, Appreciative Inquiry and Circle practice are powerful processes for leaders to employ when facing important conversations – how to work together, creating the future together or managing difficult situations. This is an experiential workshop where participants learn by doing and debriefing the experience.

2012W LDCT 533V 001 • Mar 15-17 • 2 sessions
Thur • 6-9pm and Sat 9am-4pm • \$255
Nancy McPhee

Workplace Communication

Your success in the workplace depends on your ability to communicate effectively. Good leaders are good communicators. This course introduces the critical components of effective communication including non-verbal communication. Through large and small group discussions, paired activities and reflection, ways to improve your interpersonal communication skills will be identified.

2012W LDCT 501V 001 • Jan 24-28 • 3 sessions
Tue, Thu • 6-9pm and Sat 9am-4pm • \$325
Mary-Anne Neal

2012P LDCT 501V 001 • May 22-26 • 3 sessions
Tue, Thu • 6-9pm and Sat 9am-4pm • \$325
Mary-Anne Neal

Leadership Program Assessment

This self-directed module is the final requirement for the Certificate in Leadership Development. You will be given an assignment outline to assist you in the completion of a written submission or a face-to-face presentation that will demonstrate your general knowledge and abilities in the area of Leadership.

Completion of a minimum of 141 hours of core and elective modules is required. Once you have completed all the required hours, please contact the Program Coordinator by phone (250-370-4565) or email (sofbus@camosun.bc.ca) to be provided with an information package and the materials needed to complete the assessment.

2012W LDCT 699V 001 • \$125 • Start anytime