

Leading Self

Target Audience: All EMU employees.

Take your career to the next level by participating in this learning curriculum directed at the individual learner to enhance their skillset with concepts, tools, and resources to immediately apply back to their work.

Participant Requirements

During the program, participants will be engaged in and required to complete the following activities:

1. Meet with their Supervisor during the program to discuss his/her learning goals/development plan.
2. Attend and actively participate during each of the scheduled class sessions and complete all homework assignments. Participants may only miss only one class session and still earn a certificate of completion.
3. Upon conclusion of the program, meet with their Supervisor to discuss what he/she learned, share best practice research, and what he/she will apply back on the job.

Supervisor Support Requirements

Please actively support participants by ensuring the necessary release time and work coverage arrangements so he/she is in attendance every session and have the necessary time to complete the outside learning activities. Also, as mentioned in the program activities above, make time to meet throughout the program to ask about the participants learning goals and development plan. Your role will be to help coach them so they are applying what they learn back on the job. Also, act as a performance coach providing continual feedback on their learning and development goals.

Program Completion

Upon successful completion of the required program activities, a certificate of completion will be awarded to participants during the concluding session.

Program Outline

Module	Session Title	Date	Time	Session Description
Module 1	Maximizing Personal Productivity	October 9, 2017	9:00 – 12:00	<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Learn how to conduct an objective assessment of the flow of ALL information into and out of your office. (Including: email, hard copies, cell phone, telephone, personal interactions.) 2. Understand how to identify the common work flow errors. 3. Know how to determine when you need to restructure your workspace and how to begin the process. What questions to ask yourself and what answers won't help you. 4. Identify your brain's learning style and apply it to establishing your most productive workspace. 5. Identify which organizing tools are best for your workspace so you feel in control and most productive
Module 2	Project Management	November 7, 2017	9:00 – 12:00	Gain a basic understanding of project management concepts which will help your team effectively create a plan, organize activities and train individuals to complete simple to very complex projects.
Module 3	Understanding Your Communication Style	December 12, 2017	10:00 – 11:30	Participants will identify their communication style preferences, learn how to be more effective with the people they interact with on a daily basis, and learn how they may be perceived by other styles.
Module 4	Embracing Emotional Intelligence for Increased Success	January 24, 2018	9:00 – 12:00	<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Assess self-awareness and discover activities to increase proficiency in areas that will increase EI 2. Define the role of self-regulation in increasing EI 3. Discover how motivation affects EI and explore ways to improve it 4. Discover techniques to grow your capacity for empathy 5. Identify conversation killers and develop techniques to engage in chit chat to build social skills and relationships.
Module 5	Followership	February 13, 2018	10:00 – 11:30	Followership is just as important as leadership! So why do we focus so much attention on leadership and so little on followership? Come and learn about what qualities make a good follower and how to building a stronger leader/follower relationship while leveraging each role.
Module 6	Social Identity Tool	March 1, 2018	10:00 – 11:30	
Module 7	The 5 Modes of Conflict Management	April 10, 2018	10:00 – 11:30	Learn about the 5 different conflict handling modes and gain an understanding of when each mode is most useful to utilize. Participants will also complete a self-assessment to determine their preferred mode and identify strategies for overusing their preferred mode.
Module 8	Creative Problem Solving	May 15, 2018	10:00 – 11:00	Now more than ever, organizations are needing to find innovative, creative solutions to remain competitive. This session will teach strategies for enhancing your creative problem solving and innovation skills.