



**Schoolcraft
College®**

WORKFORCE TRAINING SOLUTIONS

Leadership Development Academy Course Catalog

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Leadership Development Academy

The Leadership Development Academy consists of a comprehensive array of classes and interventions designed to increase and/or enhance the skills and competencies of new and experienced managers, supervisors and directors.

Six core classes are offered in addition to 360° degree leadership assessments and intermittent and follow-on executive coaching.

The Academy provides rich content with highly interactive activities and events. Clients may select from any of these classes/interventions or hold the full Academy (generally over several months).

The Entire Leadership Academy includes:

- 360° degree leadership assessment and individual de-brief (coaching)
- Six core classes:
 - Building High Performing Teams
 - Managers to Leaders
 - Social-Emotional Intelligence
 - Essential Skills for Leaders
 - Coaching Skills for Leaders
 - Resilient Leadership
- Intermittent or follow-on coaching after each class or the full set of classes



Duration:
*6 Days for Core
Classes plus
Assessment and
Individual Coaching
(variable)*

Learning Objectives

- ✓ Increase and enhance self-awareness
- ✓ Identify tools critical to excellent management and leadership
- ✓ Apply social-emotional intelligence skills to management situations
- ✓ Build strong relationships with leaders and individual contributors
- ✓ Apply coaching skills to specific individuals or groups
- ✓ Manage change effectively





Leadership Academy Core Classes

May be selected individually or as a group

360° Leadership Assessment.	4
Building High Performing Teams.	5
Essential Skills for Leaders	6
Managers to Leaders	7
Coaching Skills for Leaders	8
Social-Emotional Intelligence	9
Resilient Leadership.	10
Individual Coaching (Optional).	11





Course Description:

Every leader has a variety of strengths and areas that need improvement. Development efforts are geared to covering the distance between the current state of skills and competencies, and the desired future state. Through the use of a variety of assessments, a baseline is created, and gaps may emerge that form the basis of individual development. The 360° Leadership Assessment is a multi-source tool that provides a full circle overview of the leader's abilities by gathering information from various perspectives: self, two managers, five direct reports and five peers. The Assessment may be purchased as a stand-alone tool.



Duration:
Variable

Learning Objectives

- ✓ Assess competencies in 18 skill areas
- ✓ Assess gaps in communication, leadership, adaptability, relationships, task management, production, development of others and personal development
- ✓ Provide coaching on skills gaps

The Leadership Development Academy Option

The 360° Assessment is also an optional part of the **Leadership Development Academy**. Assessments are reviewed by an assigned coach and the participant leader prior to the six core classes (Building High Performance Teams, Essential Skills for Leaders, Managers to Leaders, Social-Emotional Intelligence, Coaching Skills for Leaders, and Resilient Leadership). In partnership, they create performance benchmarks, key objectives, goals, and committed outcomes for the remainder of the **Leadership Development Academy**. The 360° Assessment is revisited at the end of the series.





Course Description:

Working in teams is a critical piece of the culture in contemporary organizations. Highly functioning teams are more efficient, more productive, and enjoy higher levels of success.

This course focuses on the fundamentals of team building. Issues such as personality preference styles, group synergy, attitude, perception, trust, and competition are examined, as well as strategies for improving team functioning. Special attention is paid to common blockers that hinder people from working well together.

This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:

1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Describe how highly functioning teams can increase productivity and efficiency
- ✓ Identify the characteristics of excellent team players
- ✓ Apply team communication strategies and techniques
- ✓ Recognize barriers to teamwork Identify personality styles
- ✓ Demonstrate how preferences affect teams and the work environment
- ✓ Identify the differences between managers and leaders



Course Description:

The quality of leadership an employee receives is critical to employee retention, development, and productivity. People leave leaders more often than they leave companies or jobs. Ineffective leadership can cost the company resources, time, and talent. This program is designed to provide new leaders with the knowledge and skills to be highly effective.

This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:
1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Discover how leadership relates to human behavior
- ✓ Identify a personal leadership style
- ✓ Examine leadership blockers
- ✓ Explore different management styles
- ✓ Describe different styles of interaction
- ✓ Build trust
- ✓ Apply strategies and techniques



Course Description:

Managers manage; leaders inspire and motivate. This course focuses on the differences between managing and leading while maintaining consistency in all areas of business operations. Motivation, leadership style, delegation, and fostering a positive work environment are addressed. Emphasis is placed upon building a wide variety of leadership skills.

This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:
1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Identify the differences between managers and leaders
- ✓ Identify team leadership styles
- ✓ Explore leader behavior
- ✓ Recognize the elements of building positive relationships
- ✓ Discover what motivates people, and how to create a motivating climate
- ✓ Explore ways to delegate
- ✓ Identify levels of trust
- ✓ Explore and understand common approaches to discipline
- ✓ Practice a non-punitive approach to dealing with negative behavior



Course Description:

Employee engagement, motivation, and performance management are critical drivers in high performing organizations. Today's leaders are responsible for achieving corporate objectives by motivating their associates to work at the greatest efficiency, while promoting personal growth.

This program is designed to equip leaders with the essential coaching skills necessary to create a positive environment fostering optimal performance. This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:

1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Establish an environment for being both “directive” and compassionate in order to bring out the best in people
- ✓ Help people through critical learning opportunities
- ✓ Create an environment for open, risk-free communication
- ✓ Develop listening strategies and skills
- ✓ Navigate effectively in difficult or uncomfortable conversations
- ✓ Apply a variety of communication strategies
- ✓ Identify different types of coaching
- ✓ Discover how preference styles affect the coaching relationship



Course Description:

Research has shown that Social-Emotional Intelligence (SEI) contributes more to a person's success in life than raw intelligence (IQ). Leaders and employees with a high SEI are the ones who make the best decisions, manage people more effectively and contribute most to the overall success of the organization. Emphasis is placed on the development of specific skills that strengthen SEI.

This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:
1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Define social-emotional intelligence
- ✓ Recognize the role of SEI in the workplace
- ✓ Describe an SEI model
- ✓ Build an intuitive muscle
- ✓ Better manage emotions
- ✓ Improve social awareness
- ✓ Practice and enhance social and empathy skills
- ✓ Listen and respond with empathy



Course Description:

The Harvard Business Review stated in a recent article: “More than education, more than experience, more than training, a person’s level of resilience will determine who succeeds and who fails.” In a constantly changing workplace, resilience is defined as how well everyday job pressures are perceived and managed and obstacles are overcome. This course focuses on building skills to strengthen a leader’s resiliency.

This course is based upon active learning with rich, interactive exercises, case studies, and applied experiences.



Duration:
1 Day

Learning Objectives

At the end of this course, participants will be able to:

- ✓ Identify forces of enterprise-wide change, stress, and resiliency
- ✓ Master new skills and techniques to strengthen resiliency
- ✓ Recognize change as a natural force in organizations
- ✓ Assess personal resiliency quotients
- ✓ Identify reasons people resist change
- ✓ Create a flexible, engaged, and open work environment
- ✓ Effectively manage the change process



Course Description:

Individual Coaching and Group Coaching is available throughout the Leadership Academy. Coaching is often provided intermittently and as a follow-up to classes to emphasize important session learning points and work on personal and group development.



Duration:
Variable

Learning Objectives

At the end of this Leadership Academy, participants will be able to:

- ✓ Work with a personal or group coach
- ✓ Get advice and help on specific issues
- ✓ Focus on personal and team development



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