



EMERGING LEADERS INSTITUTE

Leadership for Teams Everywhere



The Emerging Leaders Institute is for employees interested in leadership skills and new managers who are ready to focus on core leadership skills. Seasoned managers would benefit from this training as well, as they will learn current and proven leadership strategies.

2022/2023 EMERGING LEADERS INSTITUTE CLASS SCHEDULE

**Each class is only \$23
and earns a ½ unit of
college credit!**

Select the individual classes that best meet your needs or take all eight classes and earn a Certificate of Recognition!

Employee Engagement:

Improve Performance, Productivity, and Retention

Face-to-Face 1-5PM Sept. 1 & 8, 2022 MGMT 50N - 99723
Online Sept. 1 - 15, 2022 MGMT 50N - 92857


This class will define what Employee Engagement is and what it looks like in the workplace. Participants will learn the difference between engaged, disengaged, and actively disengaged employees and how they impact the workplace. Participants will learn key ways to engage employees as well as strategies to implement to help keep employees engaged. Participants will also learn how to re-engage disengaged employees.

Leadership Essentials:

What Emerging Leaders Need to Know

Face-to-Face 1-5PM Oct. 6 & 13, 2022 MGMT 51C - 99724
Online Oct. 6 - 20, 2022 MGMT 51C - 92864

This class will help prepare new and emerging leaders to succeed by defining the roles, functions, and responsibilities of great leaders. Participants will also learn effective delegation procedures and elements of successful coaching. They will learn how to display professionalism. A special emphasis will be placed on change in management.



Face-to-face classes are taught from 1-5PM at the Merced College Business Resource Center, 630 W. 19th Street in downtown Merced.

All online classes are self-paced and easy to navigate on Canvas, Merced College's online platform. Participants have two weeks to complete each online class.

Leading with Strengths:

Maximize Your Talents and Develop Your Strengths

Face-to-Face 1-5PM **Nov. 3 & 10, 2022** MGMT 50S - 99725
Online **Nov. 3 - 17, 2022** MGMT 50S - 92845

This class is designed to help leaders recognize their own strengths and learn how to invest in the strengths of those they lead. Participants will take the Strengths Finder 2.0 Assessment (Clifton Strengths) and be able to inventory the strengths of the team they are on and the team they lead. (Costs associated for the assessment.)

Values & Ethics:

Cultivate an Ethical Working Environment

Face-to-Face 1-5PM **Dec. 1 & 8, 2022** MGMT 50B - 99726
Online **Dec. 1 - 15, 2022** MGMT 50B - 92846

Ethical behavior affects what happens in the workplace. This class provides the opportunity to evaluate ethical behavior and what's appropriate and what's not. A 3-step checklist is introduced to help participants in recognizing ethical behavior.

Generational Diversity:

Working with Cross-Generational Teams

Face-to-Face 1-5PM **Feb. 2 & 9, 2023** MGMT 50K - TBA
Online **Feb. 2 - 16, 2023** MGMT 50K - TBA

There is not a "one size fits all" approach to leading, communicating, and motivating cross-generational teams. Participants will understand why each generation behaves the way they do and leave the class with tools that will help them work better together.

The Challenges of Leadership:

Difficult People, Tough Conversations, and Discipline

Face-to-Face 1-5PM **March 2 & 9, 2023** MGMT 50A - TBA
Online **March 2 - 16, 2023** MGMT 50A - TBA

This class is designed to equip participants with skills needed to deal with the various challenges with leading people. Special emphasis will be placed on practical and proven tools to deal with difficult people and have tough conversations. The topic of accountability will be explored in regard to individual performance and organizational success. Participants will also learn a conflict resolution model which has proven helpful in conducting conversations where there is disagreement.

Emotional Intelligence:

Improve Relationships and Increase Productivity

Face-to-Face 1-5PM **April 6 & 20, 2023** MGMT 50P - TBA
Online **April 6 - 27, 2023** MGMT 50P - TBA

This class will reveal the 4 domains of EQ and guide you through specific activities to increase your proficiency in each domain. The domains are self-awareness, self-management, social awareness, and relationship management. Topics include better work environment, happier and more loyal employees and customers, stronger bottom line, good people/relationship skills, and increase fulfillment and success in life.

Authentic Leadership:

Know Yourself, Lead your People

Face-to-Face 1-5PM **May 4 & 11, 2023** MGMT 50L - TBA
Online **May 4 - 18, 2023** MGMT 50L - TBA

This class is designed to help leaders cultivate their own authentic leadership skills. Participants will focus on follower's four basic needs and will learn the dimensions of authentic leadership. Emphasis will be placed on the growth of trust and best-selling DVD "The 5 Dysfunctions of a Team" will be featured.

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