

# LEADERSHIP 101

## “Train Remotely - Attend **VIRTUAL** Classes with a Live Instructor”

Registered students will take these courses from their home or workspace. Students will not attend at one of our UCN campuses or Centres. Prior to class start, handouts and meeting login information will be emailed to registered students by the facilitator. Students must have a laptop with reliable internet capable of connecting to **Zoom** with use of microphone and video.

**DATES:** Students can choose from one of two dates. Class times 9:00 am – 4:00 pm  
✓ November 17, 2020 (EXT.1765 TH21 Leadership 101)  
✓ Or December 4, 2020 (EXT.1765 TH22 Leadership 101)  
**\*\*\*NOTE\*\*\*** Students are asked to login ½ hour prior to class start of training.

**TUITION:** \$75.00 (includes GST) payable upon registration

Starting here is ideal for **Individuals, Organizations and Communities** to understand the positive impacts that Leadership Development plans can have on safety, career development, and efficiencies – begin your journey with this one-day course (see *additional Leadership Educational Tracks below*).

### The Leadership 101 course overview

What are the key skills that supervisors *need* to know? New leaders and not-so-new leaders require specific skills to be effective. Leaders need to be approachable as well as being competent. This one-day crash course on required specific skills will enable leaders to a) know what to do, and b) how to do it. The following topics will be covered:

- A fuller understanding of Tracks 1-3 “Next Step” Opportunities
- The two areas you have to balance as a leader
- Leader vs. Manager
- Why rapport will make your life easier and how to develop it
- Giving feedback for performance management
- Coaching conversations
- Motivating others



### OPTIONAL Free Zoom Training hosted by Tech Manitoba

#### Learning Outcomes:

\*Learn how to use Zoom platform for Video Conference \*Identify different uses of video conferencing applications \*Know how to organize an effective video conferencing meeting using Zoom \*Familiarize yourself with the features available on Zoom \*Make polls by using Zoom \*Tips for an effective Video Conference

\*\*\*\*Choose from one of two dates. Class times 6:00 pm-9:00 pm via Zoom. \*\*\*\*

If you require Zoom training to get you started and to assist with connectivity for the Leadership 101 course, **add one** of these courses to your Course Registration form:

- ✓ November 12<sup>th</sup> (EXT.0025 TH22 Intro to Computers Zoom)
- ✓ Or November 27<sup>th</sup> (EXT.0025 TH23 Intro to Computers Zoom)

### REGISTER TODAY:

**Phone: 1.866.627.8500 (Ext 3) or 1.204.627.8500 Or Email: [ceregistration@ucn.ca](mailto:ceregistration@ucn.ca)**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the voluntary withdrawal form is submitted to UCN 5 business days prior to first day of class.

#### Deadline to register is on the following dates and due by 4:00 pm:

Registration form must be submitted for registration to be processed. **The Registration form can be found at [ucn.ca/ce](http://ucn.ca/ce)**

**Extended to November 13, 2020** (for the Nov. 17 Leadership 101 class)

**Extended to December 1, 2020** (for the Dec. 4 Leadership 101 class)

“Train Remotely - Attend **VIRTUAL** Classes with a Live Instructor”

# LEADERSHIP EDUCATIONAL TRACKS

Starting with Leadership 101 is recommended, but not a necessary prerequisite for other TRACKS.

**Leadership 101:** \$75.00 Total 1 day (6 hours) – November 17 and December 4, 2020

**Track 1- Personal Development Track:** Total 10 days (60 hours) – Schedule TBD

1. Emotional Intelligence (2 days)
2. Assertive Communication (1 day)
3. Effective Communication Strategies for Difficult Conversations (2 days)
4. Personalities at Work (1 day)
5. 5 Steps to Reducing Stress (2 days)
6. Time Management (1 day)
7. Introduction to the MBTI (1 day)

**Track 2- Leaders - Leadership Development Track:** Total 10 days (60 hours) – Schedule TBD

1. Module 1 – Managing Self (MBTI) (2 days)
2. Module 2 – Leadership Fundamentals (2 days)
3. Module 3 – Communication Skills for Leaders (2 days)
4. Module 4 – Managing Performance (2 days)
5. Module 5 – Developing the Work Environment (2 days)

**Track 3- Community - Organizational Evaluation and Excellence:** Total days and schedule: TBD

**A. Building Psychologically Safe Workplaces**

As a certified Psychologically Safe Workplace Advisor, facilitator will complete a number of assessments leading to recommendations that will improve productivity and the bottom line.

- Conducting, “Guarding Minds at Work” survey to measure the 13 Factors of Psychologically Safe Workplaces.
- Collecting and assessing other metrics which includes but are not limited to the following: policies, exit interviews, committee and/or union minutes, individual interviews as is deemed necessary.
- Creating a report based on the results of the survey
- Collaborate with senior leadership to recommend, design and deliver the training and coaching required to build the psychologically safe workplace
- Follow up at specific time periods to measure changes due to assessment and resulting training and coaching program (e.g., 6 months, 1 year, 2 years, etc. as deemed necessary)

**B. Program Evaluations** – Assessment, Process Evaluation and Outcomes Evaluation

**Note: Costing and scheduling will be available for Tracks 1-3, POST Leadership 101 class.**

**Community/Organization Delivery:** If you would like any of these courses delivered specifically to your organization virtually please contact Kunal Mahajan at 204.307.0210 or via email at [kmahajan@ucn.ca](mailto:kmahajan@ucn.ca) for further information.