Leadership Development Series

November 4, 2015 – May 4, 2016
8:30 AM – 11:30 AM
RCTC Heintz Center – Room HA110 & HA128
$429 per person

Looking to develop and enhance your leadership skills? This series is designed to develop leadership skills and to provide a venue for discussion and learning from others. The program is structured so each session will begin with a two hour formal training experience followed by a facilitated group discussion. We selected this model to enhance your ability to connect formal theory and best practices to real world situations and to your work environment. As you progress through the program you will have the opportunity to build strong relationships with your cohort that will assist in building a leadership network along with supporting you in your development of leadership skills.

Program Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4, 2015</td>
<td>8:30am – 11:30am</td>
<td>Orientation &amp; ABCs of Leadership</td>
<td>RCTC Heintz Center HA110</td>
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<tr>
<td>December 2, 2015</td>
<td>8:30am – 11:30am</td>
<td>The Art of Influence</td>
<td>RCTC Heintz Center HA110</td>
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<tr>
<td>January 6, 2016</td>
<td>8:30am – 11:30am</td>
<td>Communication is Key</td>
<td>RCTC Heintz Center HA128</td>
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<tr>
<td>February 3, 2016</td>
<td>8:30am – 11:30am</td>
<td>Developing and Utilizing Strengths</td>
<td>RCTC Heintz Center HA128</td>
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<td>March 2, 2016</td>
<td>8:30am – 11:30am</td>
<td>Tough Situations, Tough Conversations</td>
<td>RCTC Heintz Center HA128</td>
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<tr>
<td>April 6, 2016</td>
<td>8:30am – 11:30am</td>
<td>Emotional Intelligence</td>
<td>RCTC Heintz Center HA128</td>
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<tr>
<td>May 4, 2016</td>
<td>8:30am -11:30am</td>
<td>Building Your Legacy</td>
<td>RCTC Heintz Center HA128</td>
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Session Descriptions:

**ABCs of Leadership**
Effective leaders are not created in one day, it takes time to develop and hone your leadership skills. This session will assist you in this journey through discovery about yourself and the leadership traits you possess. You will discover what is common to leadership roles regardless of the individual's position within the organization and will discuss managing versus leading. This course will lay the foundation for the series.

**The Art of Influence**
As a leader verbal communication skills in a group setting are imperative. This session Leaders need to be able to get things done through others. This involves working with those who report to you, peers and higher level leaders. Successful leaders gain commitment from all levels to move strategies forward. This session will discuss techniques for influencing others and developing relationships to assist you in accomplishing department and organization goals.
Communication is Key
It is critical to develop and hone communication skills as a leader. Your communication impacts your ability to influence, inspire, and get results through people. As a leader you will need to enhance your current skills to be able to handle any situation you are given. This course will refresh the basics and then will explore higher level communication skills that will be needed in your leadership role.

Developing and Utilizing Strengths
Knowing your strengths is an important component of leadership and building on your StrengthsFinder 2.0 profile will assist you in becoming an effective leader. During this session, you will explore and discover the three keys to Strength-Based Leadership and how to develop and utilize your strengths and those of others.

Tough Situations, Tough Conversations
As a leader you will encounter tough and challenging situations that you will need to respond to appropriately. This course expands on the coursework presented in the series and will focus on creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics. You will learn how to speak and be heard, make the highest-quality decisions, and then act on your decisions with unity and commitment.

Emotional Intelligence
This session is designed to explore the concept of Emotional Intelligence. The participants will learn about the benefits and challenges of applying Emotional Intelligence in the workplace. They will discuss the five competencies behind Emotional Intelligence and how to apply these in the work environment. This session will enhance the participants' interpersonal relationship skills, allowing them to build stronger relationships and become more adaptable to changes within the workplace.

Building Your Legacy
As you develop in your leadership you will recognize the impact you have on others. All leaders leave behind a legacy. This session will focus on what you want your legacy to be. You will develop a vision for yourself and will be able to describe what you want to leave behind as part of your leadership legacy.

Program Structure:
- Cohort Model
- Meet 1st Wednesday per month from 8:30am – 11:30am
- 2 hours of formal training and 1 hour of facilitated discussion
- This course will include an online discussion thread
- Journaling will be a required part of the program
- You will select a mentor once you are in the program
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Registration Form

Name:  (Last)  (First)  (M.I.)

Social Security Number: □ Male  □ Female  Date of Birth:
Not required, for identification only

Home Address: Apt/Unit #: PO Box #:
City, State, Zip: Phone:

E-mail Address: □ Home  □ Work  □ Cell
Alt. Phone:
□ Home  □ Work  □ Cell

Payment Required At Time Of Registration  (does not qualify for financial aid)

Student Signature: Date:

Registration Information: For registration and cancellation policies, please refer to our website:
http://www.rctc.edu/workforce/information_pages/registration_information.html

Payment Information:

☐ Check #: By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution.

Mail registrations with check payment to:
RCTC c/o Business & Workforce Education  851 30th Ave SE Rochester, MN  55904

☐ Company Billing  Attn:  PO/Voucher #:
Company Name:
Company Address:
Work Phone:
City, State, Zip: