

2009 Supervisory Leadership Program

A Partnership of KCC's Lifelong Learning and Humanergy, Inc.

Session 1 – September 9, 2009 (BUCO 85K-35 1:00-5:00 pm) **50 Dos for Everyday Leadership**

50 Dos will help you:

Transform your own supervisory behavior and therefore the behavior of those with whom you work
Convert destructive supervisory relationships into transformative partnerships that achieve success
Diagnose and correct situational and chronic supervisory problems
Choose to do the right thing consistently and influence others to do the same

Session 2 – September 23, 2009 (BUCO 85K-36 1:00-5:00 pm) **Achieving DESIRED™ Results**

Achieving DESIRED™ Results will help you:

Ensure that people have a personal and organizational motivation to perform
Establish shared, clear standards for success
Quickly teach others the best way to achieve success
Ensure consistent performance at expected standards
Implement strong delegation and accountability
Work effectively with your supervisor to establish a shared vision of success and best practices that will achieve results

Session 3 – October 7, 2009 (BUCO 85K-37 1:00-5:00 pm) **Mutual Understanding™**

Mutual Understanding™ will help you:

Create an atmosphere where people communicate with clarity and actively seek to understand others' perspectives
Keep all parties on the same page
Effectively communicate content, context and perspective to ensure mutual understanding
Avoid misunderstandings in everyday communication
Diagnose poor communication practice and take immediate action

Session 4 – October 21, 2009 (BUCO 85K-38 1:00-5:00 pm) **Stakeholder Mapping and SMART Goals**

Stakeholder Mapping and SMART Goals will help you:

Understand the stakeholder's needs and their connectedness to your needs
Create a mutually understood picture of success
Transform a generally understood direction into specific, quantifiable, achievable, results-based and time-bound goals
Appreciate the interdependency of goals so that actions are prioritized, not goals
Effectively produce short term results AND long term success

Session 5 – November 4, 2009 (BUCO 85K-39 1:00-5:00 pm)
The Art of Commitment

The Art of Commitment will help you:

Ensure that people remain committed to decisions and work through challenges that may occur

Create a strong sense of common purpose

Avoid false agreements and compliance when commitment is necessary for success

Encourage active participation and enthusiasm by others

Diagnose and resolve deadlocks on issues to regain momentum

Make effective group decisions via consensus

Session 6 – November 18, 2009 (BUCO 85K-40 1:00-5:00 pm)
Meeting 1, 2, 3™

Meeting 1, 2, 3™ will help you:

Conduct meetings that are focused and high value

Ensure all meeting participants are engaged

Achieve mutual understanding, synergy and/or commitment

Focus meeting activity toward a clear picture of success

Have meetings with short term results AND long-term success

| Course Title & Per Person Fee | Dates | Registration Deadline |
|--|--------------------|------------------------------|
| 50 Dos for Everyday Leadership | September 9, 2009 | September 2, 2009 |
| Achieving DESIRED Results | September 23, 2009 | September 16, 2009 |
| Mutual Understanding | October 8, 2009 | October 1, 2009 |
| Stakeholder Mapping and SMART Goals Fee: \$69 | October 21, 2009 | October 14, 2009 |
| The Art of Commitment | November 4, 2009 | October 28, 2009 |
| Meeting 1, 2, 3 | November 18, 2009 | November 11, 2009 |

DETAILS:

- Audience includes, but is not limited to: current team leaders/first-line supervisors, potential team leaders/supervisors.

- Each class is a four-hour program held on the date indicated.

-Class times are 1:00-5:00 p.m.

-All classes will be held at the Regional Manufacturing Technology Center (RMTC), 405 Hill Brady Road, Battle Creek.

-Registration deadline is one week before scheduled class, minimum of 15 students per class must be registered by deadline or class will be canceled.

- Supervisory Leadership Certificate issued by Kellogg Community College upon completion of all courses.

- Cost of each session is \$139.