

LEADERSHIP DEVELOPMENT CERTIFICATES



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LEADERSHIP ESSENTIALS Certificate Program **NEW**

The Leadership Essentials Certificate focuses on skills required for effective leadership in the areas of communication, relationship building, team building, conflict management, self-awareness, and influencing others. Participants will obtain fundamentals on how to integrate their leadership ability or style to optimize teamwork, excellence, responsibility, strengths, and weaknesses throughout an organization.

Save \$300 by taking the three-course certificate series or take just one course.

Building Effective Leadership Skills

Managers who lead successfully increase their organization's productivity. The role of the leader is rapidly changing from a traditional model to a "leading in a work team" model. Both seasoned and new leaders require a new set of skills to be successful in driving results from their teams while creating a positive environment within their teams. Explore topics critical to developing effective management skills such as core interpersonal skills, differences in perception, motivation and motivational blockers, team development, transformational leadership, training and mentoring skills – everything you need to manage people effectively. Leaders who have the skills and tools to lead successfully increase an organization's profitability and improve the bottom line. After completing this course, you will be able to improve on key weakness areas, play to your strengths, and get the best results from every member of the team.

What you will learn:

- Effectively troubleshoot individual and team conflict
- Bring out the dynamics within your team and build on those strengths
- Facilitate strong communication among team members
- Navigate teams through any complex business situation
- Identify and develop high performing members of the team
- Understand different types of leadership and connect more effectively to them

CAMPUS:

Mar 20 – 22, 2018 | T – Th | 8:30 am – 4:30 pm | C2518023

D. McGee | 21 hours | \$995

**Each individual will complete an online assessment in advance and receive a personalized management and transformational leadership profile on the first day of the course.*

Employee Management and Leadership

Managing employees is the most important job that managers do in an organization. Learn best practices on finding, interviewing, and hiring a superior workforce. Your expectations of people and their expectations of themselves are the key factors in how well people perform at work. Gain knowledge to perform employee practices that keep employees motivated, inspired, and equipped with developing and attaining goals with your guidance. Become the successful manager who makes a serious difference in the work life of employees and for your organization.

What you will learn:

- Human resources and management tips
- Addressing human behavior at work
- Preventing predictable decision-making errors
- Team building
- Effective delegation

CAMPUS:

Apr 25 – 26, 2018 | W, Th | 8:30 am – 4:30 pm | C2518024

ONLINE: D2517005

K. Burton | 14 hours | \$895

“The course was very enlightening with great takeaways.”

ELECTIVE COURSES (Choose 1)

Strengths Based Leadership

For all levels of professionals, learn about your top 5 strengths and how to leverage them within your team to obtain high-performance results. In this course, you will receive a personalized strengths results booklet with your top 5 strengths categorized into 4 leadership domains (i.e. Executing, Influencing, Relationship Building, and Strategic Thinking). Gain an understanding of your personal strengths, how to work better in teams, and how to become a better leader. Learn how to capitalize on your strengths and leverage the strengths of others. Learn to concentrate on positive reinforcements and best practices in your organization instead of focusing on the negative. After completing this course, you will be able to improve on key weakness areas, play to your strengths, and get the best performance results from yourself and team members.

CAMPUS:

Jul 11, 2018 | W | 8:30 am – 4:30 pm | C2518026

L. Fabby | 7 hours | \$395

**Each individual will complete an online assessment in advance and receive a personalized profile on the first day of the course.*

Communicating With Influence

Presentations are a daily part of doing business, whether formally or informally, to persuade your colleagues, a client, or influence a team. Learn how to create effective presentations with aids to achieve impact with your audience, to present yourself with "presence," and establish a connection with the audience. You will have the opportunity to practice public speaking, be video recorded, and receive feedback to help perfect your presentation delivery style. Learn tips to control emotion and anxiety. With personal coaching, improve your style in a comfortable, non-threatening environment. Gain strategies to build and strengthen your communication skills with tact and poise. Practice delivery methods that engage the audience and learn how to respond professionally to your audience. Your initial and refined presentations will be recorded and provided to you at the conclusion of the course for your archive.

CAMPUS:

May 30, 2018 | W | 8:30 am – 4:30 pm | C2518025

K. Scroggin | 7 hours | \$395

The Executive Leadership Certificate focuses on enhancing and improving leadership tools and skills. Participants will gain strategies on how to become better leaders when making decisions, providing feedback, resolving conflicts, improving employee performance, building teams, increasing commitment, enhancing communication, coaching and mentoring individuals, and motivating others throughout an organization.

Save \$300 by taking the three-course certificate series or take just one course.

Creating a High Performing Culture

Disengaged. Unmotivated. Uninspired. Isolated. Just showing up. Planning the next move or the next vacation? These are just some of the descriptors of well over 50% of today's American workforce. Job longevity is decreasing, while the costs of finding suitable replacements, especially for the most talented and experienced, is dramatically increasing. Creative, forward-looking organizations and leaders are seeking to create positive, affirming, and high performing cultures through excellent coaching and mentoring. This course is designed to guide public and private, for-profit and non-profit organizational and functional leaders from an intellectual understanding of coaching and mentoring to the development of an actionable road map for change. This is a practitioner's course grounded in theory, best practices, and lessons learned.

What you will learn:

- Overview of the art and science of coaching and mentoring, including current thinking and best practices
- The critical linkage between coaching, mentoring, and organizational success
- The enablers and barriers to effective and meaningful coaching and mentoring relationships
- Conceptual characteristics of organizational culture and the role of coaching and mentoring
- Assessment of organizational culture and implications for the practice of coaching and mentoring
- Assessment of competencies, coaching, and mentoring style
- Creation of a personal and organizational road map for a more inspiring and reinforcing culture through a tailored and actionable coaching and mentoring strategy

CAMPUS:

Oct 3 – 5, 2017 | T – Th | 8:30 am – 4:30 pm | C2518006
Sep 11 – 13, 2018 | T – Th | 8:30 am – 4:30 pm | C2519001

ONLINE: D2518001

P. Risher | 21 hours | \$995

Critical Thinking Skills

This course is designed for busy professionals who wish to enhance their skills in critical thinking. Improve your decision making skills by enhancing your ability to logically analyze situations, apply reasoning, construct logical arguments, evaluate the strength of opinions made by others, and formulate conclusions that lead to sound decisions. You will learn techniques and strategies to employ in understanding current issues, belief systems, and ethical positions. Included will be case study discussions on individual and group decision making techniques.

What you will learn:

- Critical thinking concepts
- Strategies and practical applications
- How to become a more effective decision maker
- Techniques to train your brain to think logically
- Steps employed in critical thinking
- How to frame questions to enhance critical thinking
- Making improvements to the critical thinking process

CAMPUS:

Oct 25 – 26, 2017 | W, Th | 8:30 am – 4:30 pm | C2518018
Oct 10 – 11, 2018 | W, Th | 8:30 am – 4:30 pm | C2519002

ONLINE: Coming Fall 2017

K. Burton | 14 hours | \$895

ELECTIVE COURSES (Choose 1)

Effective Decision Making Skills

Effective decision making is the key to much of what we do in our short and long-term personal and work experiences. You will gain understanding in how to make the best decisions and how to avoid traps that decision makers face. You will discuss several straightforward, proven techniques and how they can be applied in your environment. Recognize how decisions are currently made at your workplace, identify rapid change environments of information overload, and improve your critical business decisions confidently, quickly, and correctly.

CAMPUS:

Nov 9, 2017 | Th | 8:30 am – 4:30 pm | C2518003
Nov 15, 2018 | Th | 8:30 am – 4:30 pm | C2519003

J. Little | 7 hours | \$395

Leveraging Polarities in Organizations

Leaders tend to approach challenges using traditional gap-analysis/problem-solving methods alone. This "Polarity Thinking" workshop will supplement this approach through an awareness of inherently unsolvable and unavoidable challenges referred to in business literature as tensions, paradox, and polarities. Developing competency to see and leverage polarities supports leaders, teams, and organizations to attain their preferred future faster and more sustainably. In this course, participants will learn to recognize the differences between problems to solve and polarities to leverage.

CAMPUS:

Nov 16, 2017 | Th | 8:30 am – 4:30 pm | C2518016
Dec 13, 2018 | Th | 8:30 am – 4:30 pm | C2519004

L. Fabby | 7 hours | \$395

**Each individual will be provided a mapping tool.*



FEATURED INSTRUCTORS



LANE A. FABBY specializes in executive and leadership development, training and facilitation, curriculum design, team development, communication skill development, and executive coaching. Lane earned a MS degree in Global Leadership from the University of San Diego. Additionally, she holds a certification in Appreciative Inquiry, Polarity Thinking, Project Management, Strengths Advocacy, and is a Temperament Certified Professional. She is also a qualified Executive Coach through the Center for Executive Coaching.



JEFF LITTLE, Ph.D manages the ESSSA Group internal Leadership Development Program (iLDP). He provides leadership mentoring and training opportunities as selected by the General Manager of NASA Marshall Space Flight Center. Dr. Little has been a professor at the Air Force Academy, the Air Force Institute of Technology, the University of Arizona, and UAH. He has also served as the President of the Community College of the Air Force where he helped spearhead a coalition of community colleges in the development of a National Science Foundation Center of Excellence to provide training and certification for the nation's space technician work force. His team-building capabilities also included Technical Fellows development as a Jacobs Chief Technologist, supercomputing assistantships, national recruiting alliances, and a successful ABET reaccreditation.



GEN PAULETTE M. RISHER (RET.) is the Program Director for Veteran Job Placement at Still Serving Veterans. Also, Paulette has a private organizational and learning consulting practice. She holds a Master's degree in Education with a specialization in Educational Technology and Adult Learning from Northcentral University as well as a Master's degree in Organizational Psychology from the University of West Florida and a Bachelors in Psychology from Arizona State University. Paulette is a graduate of the Army War College and the Air War College.



FACILITATION AND EXECUTIVE COACHING

We promote rich dialog, recognize learning moments, ask provocative questions, and conduct experiential learning through team exercises, videos, role-playing, and case studies. We help individuals think better, communicate better, make better choices, and perform at a higher level.

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Policies

Continuing Education Units (CEUs) – UAH PCS courses meet requirements for providing:

- One CEU = 10 contact hours of instruction
- One PDH or CPE = one contact hour of instruction
- One CEU = 10 PDH or CPE

Successful course completion requires participants to attend 80% of scheduled class meetings (and complete associated exams or projects, if applicable). Participants receive a certificate indicating the number of CEUs earned.

Visit PCS.uah.edu for a complete list of policies, course information, and instructor bios.

Ways to Register

ONLINE: PCS.uah.edu

PHONE: 256.824.6010 or 800.448.4031, 8:15 am – 5 pm (CST), Monday – Friday

FAX: registration form to 256.824.6760

IN PERSON: UAH, Wilson Hall, Room 103

MAIL: registration form (available online) to: UAH College of Professional & Continuing Studies, Wilson Hall, Room 103, Huntsville, AL 35899-0650

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CEUs provide a permanent record of an individual's educational accomplishments in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

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