

Advance your skills in 2022 with the Leading EDGE Certificate Series!

You have the opportunity to be a leader, regardless of your title or role. Join your colleagues and other community professionals for tips and strategies designed to enhance and develop the skills of extraordinary leaders. Discover the importance of communication style, the basic principles for success, time and priority management, techniques for providing management, techniques for providing and receiving feedback, resolving conflict, delegating, and more.

The Parkland College Leading EDGE Series consists of 12 unique courses offered January–December 2022, designed to enhance and develop the skills of extraordinary leadership. In order to qualify for the certificate, participants must complete a minimum of 44 hours consisting of 5 required courses AND at least 6 of 7 electives.

**Denotes required course.*

Communicating for Superior Teamwork: Managing Your Communication Style*

Work smarter and faster! Effective communication is crucial to achieving your goals. Explore the essence of effective communication using the DiSC Communication tool. Gain insight on how your communication style impacts how others perceive you and how to adjust to the communication styles of those around you.

Online assessment must be completed by the deadline date.

Wed 1/26	ID: 11480	Deadline: 1/19
Thu 2/3	ID: 11481	Deadline: 1/19

Key Principles of Genuine Leadership*

Discover the 5 core leadership qualities and 6 guiding principles that help individuals become genuine leaders who can translate intentions into reality. Learn critical leadership qualities that contribute to and improve personal and organizational success.

Wed 2/23	ID: 11482	Deadline: 2/18
Thu 3/3	ID: 11483	Deadline: 2/25

Communication Excellence: Managing Performance with DiSC*

Expand your knowledge by exploring the differences of your natural and acquired communication styles. Recognize and learn to read the unique styles within your team while understanding we all have different goals, fears, motivations, and preferences. Discover how to engage with your team, overcome fears, gain stronger commitment, and optimize results.

Online assessment must be completed by the deadline date.

Wed 3/23	ID: 11484	Deadline: 3/16
Thu 3/31	ID: 11485	Deadline: 3/16

Time Mastery: Maximize Your Time

In today's streamlined, fast-paced workplace, increased productivity and efficiency are critical. Receive an individual Skills Gap Analysis report, which provides personal data to quickly determine where to focus your time management efforts for greater professional success.

Wed 4/20	ID: 11486	Deadline: 4/13
Thu 4/28	ID: 11487	Deadline: 4/21

ON THE COVER

Justin Kaeb

HR and Operations Manager, Illinois Grain & Seed Equipment

“Being a part of the Leading EDGE series has been a major benefit for the development of our team at Illinois Grain & Seed Equipment. Being able to understand other employees’ and my own communication style has helped us to make better business decisions and focus more on the things that benefit our organization. It has been a good experience to prioritize communication, time management, delegating successfully, and building trust with our team—Parkland has been an incredible asset in this. The staff and instructors have been great at understanding our needs and helped us achieve them. We will be using Parkland for the future development of our employees.”



Providing Effective Feedback*

Employees gain internal motivation when their work allows them to satisfy their psychological needs, including the need for autonomy and making decisions about their own activities. Gain valuable insight on how feedback can promote improved performance and maintain constructive relationships.

Wed 5/18	ID: 11488	Deadline: 5/13
Thu 5/26	ID: 11489	Deadline: 5/20

Coaching for Organizational Success*

Boost employee interest and activate productivity. Uncover high-impact development opportunities that tap into your employees’ strengths and motivations. Unleash and leverage individual capabilities to achieve workgroup and organizational results.

Wed 6/15	ID: 11490	Deadline: 6/10
Thu 6/23	ID: 11491	Deadline: 6/17

Leading Change at Every Level

The ability to lead change has become a critical performance measurement in today's unpredictable workplace environment. Traditionally, CEOs have shouldered the responsibility for implementing organizational change. However, corporate cultures have streamlined and recent research tells us that change is effectively implemented when it's lead by those it affects most directly. Identify the dimensions of change leadership that will help to garner support for any change effort.

Wed 7/13	ID: 11492	Deadline: 7/8
Thu 7/21	ID: 11493	Deadline: 7/15

Conflict Management

Are conflicts within your team hindering your ability to produce results? Discover the skills needed to transition your team from destructive to constructive conflict, unleash innovative thinking, promote growth, and build team unity.

Wed 8/10	ID: 11494	Deadline: 8/5
Thu 8/18	ID: 11495	Deadline: 8/12

Take Control—Reducing Email Stress and Overload

Do you often feel like you could spend your entire day responding to incoming email messages, but never manage to keep up? Discover proven strategies for efficiently managing incoming emails, writing effective correspondence, minimizing interruptions, and utilizing tips and tricks to regain control of your email system.

Wed 9/7	ID: 11496	Deadline: 9/2
Thu 9/15	ID: 11497	Deadline: 9/9

Managing Priorities in the Workplace

In today's workplace, leaders and their teams have far too many competing priorities to manage effectively. Gone are the days of “doing more with less.” Instead, we must do everything with next to nothing. Change is constant and resources are limited. Traditional time management is no match for today's challenges. Explore and apply a range of skills and strategies to manage your focus and requests in order to achieve desired results.

Wed 10/5	ID: 11498	Deadline: 9/30
Thu 10/13	ID: 11499	Deadline: 10/7

Successful Delegation

Proper Planning + Clear Communication + Engaging Follow Up = Successful Delegation! Delegate in a way that builds employees’ self-confidence, increases respect, and gets results. And doing so effectively allows time for your high-priority tasks while serving the interests of the organization and your team.

Wed 11/2	ID: 11500	Deadline: 10/28
Thu 11/10	ID: 11501	Deadline: 11/4

Giving Recognition that Drives Results

Excellent performance and productivity improve and increase customer loyalty and organizational success. By recognizing and reinforcing positive behaviors, managers can encourage and reinvigorate individual contributors to repeat behaviors and actions that lead to positive results. Learn about impact, barriers, and key actions for giving recognition, and how to best tailor and deliver recognition to the recipient.

Wed 11/30	ID: 11502	Deadline: 11/18
Thu 12/8	ID: 11503	Deadline: 12/2

Learn more
parkland.edu/ceRegister
communityeducation@parkland.edu
217/351-2235