

## Advance your skills in 2023 with the Leading EDGE Certificate Series!

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

The Parkland College Leadership Series consists of 12 courses, offered January–December 2023, that build extraordinary leadership skills. 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 1/18 8am–12pm ID: 13415 Deadline: 1/11  
Thu 1/26 1–5pm ID: 13416 Deadline: 1/11

### Principles of Authentic 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 2/15 8am–12pm ID: 13417 Deadline: 2/8  
Thu 2/16 1–5pm ID: 13418 Deadline: 2/8

### 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 3/15 8am–12pm ID: 13419 Deadline: 3/8  
Thu 3/16 1–5pm ID: 13420 Deadline: 3/8

### Time Mastery Skills

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 4/12 8am–12pm ID: 13421 Deadline: 4/5  
Thu 4/20 1–5pm ID: 13422 Deadline: 4/13

### Providing Feedback That Works\*

In its simplest form, feedback is information that brings attention to an issue or potential issue, provided with a genuine desire to create opportunity for improvement. It is best delivered with the intent to improve a situation or an individual's performance, skills, or behaviors. Learn to open the door to a productive conversation based on mutual understanding of the issue, problem solving, and collaborative development for a plan of action.

Wed 5/10 8am–12pm ID: 13423 Deadline: 5/3  
Thu 5/18 1–5pm ID: 13424 Deadline: 5/11

### Coaching: Developing Others\*

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 6/7 8am–12pm ID: 13425 Deadline: 5/31  
Thu 6/15 1–5pm ID: 13426 Deadline: 6/8

### Giving Recognition That Gets 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 7/12 8am–12pm ID: 13427 Deadline: 7/5  
Thu 7/20 1–5pm ID: 13428 Deadline: 7/13

### 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 led by those it affects most directly. Identify the dimensions of change leadership that will help to garner support for any change effort.

Wed 8/9 8am–12pm ID: 13429 Deadline: 8/2  
Thu 8/17 1–5pm ID: 13430 Deadline: 8/10

### Mastering Conflict

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 9/6 8am–12pm ID: 13431 Deadline: 8/30  
Thu 9/14 1–5pm ID: 13432 Deadline: 9/7

### 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 10/4 8am–12pm ID: 13433 Deadline: 9/7  
Thu 10/12 1–5pm ID: 13434 Deadline: 10/5

### Negotiating Priorities and How to Say No

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 to achieve desired results.

Wed 11/1 8am–12pm ID: 13435 Deadline: 10/25  
Thu 11/9 1–5pm ID: 13436 Deadline: 11/2

### Delegating for Success

Proper planning + clear communication + engaging follow-up = successful delegation! Delegate in a way that builds employees' self-confidence, increases respect, and gets results. Doing so effectively allows time for your high-priority tasks while serving the interests of the organization and your team.

Wed 11/29 8am–12pm ID: 13437 Deadline: 11/22  
Thu 12/7 1–5pm ID: 13438 Deadline: 11/30



## ON THE COVER

### Bree Smith

Learning and Development Specialist, Christie Clinic  
Parkland alumna

"I'm not currently in an official leadership position, but I'm a firm believer that anyone can be a leader at any level. I have coworkers who have completed the Leading EDGE Series in the past, and I have only heard them say great things about it. Plus, I absolutely love Parkland—my experiences have been so positive. Instructor Steve Welland was personable, knowledgeable on all the class topics, had clear communication, and created an inclusive environment that made it comfortable for us to open up and share personal/work examples. I've already begun using and sharing some of the knowledge I've learned in my day-to-day work and personal life."