Leading EDGE
engage, discover, grow, empower

January–December 2024
Communicating for Superior Teamwork: Managing Your Communication Style*

Organizations must find ways to work smarter and faster, relying more on the team’s knowledge, skills, teamwork, and communication. What is the secret to helping teams perform at their best? The Leader. Their knowledge, skills, and abilities can transform an acceptable team into an exceptional one. Using the DiSC® Classic 2.0 profile, gain a better understanding of communication styles while expanding opportunities for team building.

*Online assessment must be completed one week prior to the class start date.

Principles of Authentic Leadership*

Authentic leadership is a powerful force that will help shape an organization’s sustained success. Learn to demonstrate the five core leadership qualities to be your best and empower your team. You will also discover the principles for communicating effectively, providing open and honest feedback, and inspiring passion and confidence within your teams.

*Online assessment must be completed one week prior to the class start date.

Communication Excellence: Managing Performance with DiSC*

Using the Everything DiSC Workplace profile, explore the difference between your primary communication style and your leadership style. You will take a closer look into the dynamics of teams and gain actionable insights into the leader’s responsibilities for adjusting your communication delivery to meet team member needs and preferences.

*Online assessment must be completed one week prior to the class start date.

Time Mastery Skills

The advantages of efficient time management go beyond doing more tasks during the workday. Understand how to best resolve the daily dilemma of too much to do and not enough time to do it. Learn to address this challenge by setting properly aligned goals, establishing priorities, planning and scheduling your time, and properly handling interruptions and procrastination.

Advance your skills in 2024 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 styles, the basic principles for success, time and priority management skills, techniques for giving feedback, resolving conflict, delegating, and more.

The Parkland College Leadership Series consists of 12 courses, offered January–December 2024, 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. Price per class: $275.

*Denotes required course.

ALUMNI CORNER

Jaime Smith  
Human Resources, AHW LLC

“We were looking to implement leadership training within AHW and discovered the Leading EDGE series at Parkland College. This was a great opportunity to strengthen the leadership within AHW. Instructor Steve Welland brought a refreshing perspective to addressing situations and an awareness of how our language can alter another person’s interaction. I learned so much and would recommend these classes to any business. Leadership is hard to teach, and Steve’s interactive approach was very beneficial.”
Providing Feedback That Works*
Feedback is information provided with a genuine desire to create an opportunity for improvement. It is delivered with the intent to improve a situation or an individual's performance, skills, or behaviors. Discover how to facilitate a productive conversation formed around a mutual understanding of the issue, problem-solving, and the collaborative development of a plan of action.

Wed 5/8 8am–12pm ID: 15460 Deadline: 5/1
Thu 5/16 1–5pm ID: 15461 Deadline: 5/9

Coaching: Developing Others*
A great leader knows they need to maximize the potential of each team member to have long-term success. Coaching is a collaborative partnership designed to build the skills and competencies for that success. Discover how to help the employee gain the self-confidence necessary to take on new challenges, problem solve and make effective decisions, and act with minimal input from the leader.

Wed 6/5 8am–12pm ID: 15462 Deadline: 5/29
Thu 6/13 1–5pm ID: 15463 Deadline: 6/6

Giving Recognition That Gets Results
Drive performance and improve productivity by recognizing and reinforcing good behaviors. Learn about the impact of recognition, the barriers to successful delivery, and the steps necessary for giving recognition that gets results! Demonstrate how to best tailor and deliver recognition to the recipient for optimal results.

Wed 7/10 8am–12pm ID: 15464 Deadline: 7/3
Thu 7/18 1–5pm ID: 15465 Deadline: 7/11

ALUMNI CORNER

Brett Penick
Controller, AHW LLC

“Instructor Steve Welland knows his stuff, is full of stories and examples, has a way to get his point across, and knows how to engage a quiet group. The Leading EDGE classes gave me great insight into managing people and how to improve my job skills. I “hated” the group exercises (outside my comfort zone), but they also turned out to be the best learning moments. This training will improve my team’s interactions and make us more effective.”

Leading Change at Every Level
The ability to lead change has become critical in today’s unpredictable workplace environment. Traditionally, CEOs have shouldered the responsibility for implementing organizational change. However, corporate cultures have streamlined, and research shows that change is effectively implemented when it’s led by those it affects most directly. Learn how to understand and develop change leadership skills and behaviors, generate support for change efforts, and improve your ability to lead change.

Wed 8/7 8am–12pm ID: 15466 Deadline: 7/31
Thu 8/15 1–5pm ID: 15467 Deadline: 8/8

Mastering Conflict
All great and productive teams require conflict for them to grow. Teams that engage in constructive conflict know that the purpose is to produce the best solution in a short amount of time. Understand that conflict is a requirement and discover how to master it to bring out the positive changes it can produce.

Wed 9/4 8am–12pm ID: 15468 Deadline: 8/28
Thu 9/12 1–5pm ID: 15469 Deadline: 9/5

Take Control: Reducing Email Stress and Overload
Do you feel like you could spend your entire day responding to incoming emails and never catch up? Stop the overload of emails and learn practical tips and tricks to regain control of your email systems. Explore research-proven strategies for managing emails, minimizing interruptions, and utilizing all the tools built into your email program.

Wed 10/2 8am–12pm ID: 15470 Deadline: 9/25
Thu 10/10 1–5pm ID: 15471 Deadline: 10/3
MEET THE INSTRUCTOR

A successful business owner, corporate trainer, and former military officer, Steven Welland is in high demand for his facilitation and consulting services. Steven inspires individuals and organizations to reach their full potential, drive themselves to their unique differences, and to operate at their optimal level of performance. He is consistently rated “excellent” as participants learn to maximize productivity, performance, profitability, and opportunity. His clients include Ameren, Carle Foundation Hospital, Christie Clinic, DuPont, NCSA–UIUC, Regency Multi-Family, and US Army CERL. Steven has been a certified master trainer and corporate trainer for Parkland for more than 20 years, providing high energy training programs in leadership, customer service, effective communication skills, quality, and team development.

Questions and Registration

Register now at parkland.edu/ceLead.
Email us at communityeducation@parkland.edu.
Call us at 217/351-2235.

Community Education
At Parkland College
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