



***Leading* EDGE**

engage, discover, grow, empower

January–December 2024



community education
AT PARKLAND COLLEGE

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.*

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.

Wed 1/17	8am–12pm	ID: 15452	Deadline: 1/3
Thu 1/25	1–5pm	ID: 15453	Deadline: 1/11

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.

Wed 2/14	8am–12pm	ID: 15454	Deadline: 2/7
Thu 2/29	1–5pm	ID: 15455	Deadline: 2/22

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.

Wed 3/13	8am–12pm	ID: 15456	Deadline: 2/28
Thu 3/21	1–5pm	ID: 15457	Deadline: 3/7

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.

Wed 4/10	8am–12pm	ID: 15458	Deadline: 4/3
Thu 4/18	1–5pm	ID: 15459	Deadline: 4/11



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.”



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."

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

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

Negotiating Priorities and How to Say No

In today's workplace, leaders and their teams have far too many competing priorities to manage effectively. Explore and apply a set of skills and strategies to better manage requests for your time, effectively prioritize your work, stay focused on what's important, and learn to say NO to unreasonable requests.

Wed 10/30	8am–12pm	ID: 15472	Deadline: 10/23
Thu 11/7	1–5pm	ID: 15473	Deadline: 10/31

Delegating for Success

Delegation is a critical connection in the process between employees, their leaders, and results. Poor delegation negatively impacts productivity and leaves employees feeling frustrated and set up for failure. Learn to delegate in a way that builds employees' self-confidence, increases respect, enhances relationships, and gets results.

Wed 12/4	8am–12pm	ID: 15474	Deadline: 11/27
Thu 12/5	1–5pm	ID: 15475	Deadline: 11/28



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**.



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