

FUNDAMENTALS OF LEADERSHIP IN HIGHER EDUCATION



Learn who you are as a leader and how your style aligns with your colleagues.

OVERVIEW

Effective leadership, at its core, begins with a deeper understanding of who you are as a leader as well as the ability to recognize and foster the talents of your team. This two day leadership intensive, facilitated by credentialed coaches and higher education leaders, provides you with a roadmap for healthier and constructive conversations as well as a set of tools to assess your strengths and weaknesses and evaluate your team's effectiveness. You will leave this training with increased confidence as a higher education leader and better able to serve your team while effectively navigating the layers of upper administration.

LEARNING OUTCOMES

Part I: Self Awareness

- Understand and leverage your strengths
- Gain awareness of your blind spots
- Respond better under pressure

Part II: Team Performance

- Assess your team's effectiveness
- Recognize and develop the talents of your team
- Have a framework to make team-members to be more effective

Part III: Interpersonal Skills

- Approach difficult and complex conversations
- Use the right language to coach and mentor colleagues

IS THIS COURSE RIGHT FOR ME?

This training is highly beneficial for first-time or front-line managers who are:

- In the early-stages of a university or college leadership position
- Have been leading for a while without formal leadership training

Past attendees have come from a wide range of departments and positions. If you have any questions about whether this course is right for you, please contact **Grace Royal** at **720-988-1233** or grace@academicimpressions.com.

This program is highly experiential and **limited to just 40 participants** to maintain a productive learning environment. We anticipate reaching capacity and encourage you to register and reserve your spot early.

OPTIONAL PRE-CONFERENCE WORKSHOP

Being Purposeful in Your Work: Time Management for Higher Education Leaders

With so many competing priorities including personal and professional responsibilities, it's easy to slip into a daily schedule that pulls you off course from your objectives. In this workshop, our expert will guide you through three exercises designed to help you establish your focus to be more effective, not just efficient. This will allow you to build a schedule that propels you forward to support your goals—whether you feel taken hostage by your calendar or you are looking to optimize your unscheduled time. Past participants have found these exercises revealed a deeper meaning in their work and helped root their leadership training going forward.

RESEARCH-BASED ASSESSMENTS

Your registration for this program includes two research-based assessments that will be taken and interpreted during the training, so you can evaluate:

- Your core strengths as a leader
- Your leadership style under stress
- Your team's effectiveness

ONE-ON-ONE COACHING SESSIONS AVAILABLE

Leadership experiences can't simply begin and end with the program itself. Following the program, you'll have an opportunity for a one-on-one coaching session with one of the program facilitators to help ensure you're able to implement what you've learned.

AGENDA

Day 1

Half-Day Pre-Conference Workshop

Pre-Conference Workshop Breakfast and Registration

8:30 - 9:00 a.m.

Being Purposeful in Your Work: Time Management for Higher Education Leaders

9:00 - 12:00 p.m.

With so many competing priorities, including personal and professional responsibilities, it's easy to slip into a daily schedule that pulls you off course from your objectives. In this workshop, our expert will guide you through three exercises designed to help you establish your focus, define your purpose, and build a schedule that propels you forward to support your goals—whether you feel taken hostage by your calendar or you are looking to optimize your unscheduled time. Past participants have found these exercises revealed a deeper meaning in their work and helped root their leadership training going forward.

Agenda

Exercise 1: Identify Your Five Key Focus Areas

Exercise 2: Your Productivity Assessment

Exercise 3: Build a Purposeful Schedule and Strategies for Sticking to It (you will use your real calendar)

Lunch for Pre-Conference Workshop Attendees

12:00 - 1:00 p.m.

Main Conference

Part 1: Self-Awareness

Registration for Main Conference

12:30 - 1:00 p.m.

Introductions and Expectations

1:00 - 1:45 p.m.

Following introductions you will get a preview of what's ahead with strategies to get the most from the event.

Core Beliefs and Values of a Leader

1:45 - 3:00 p.m.

In this session, you will bring to light the core beliefs that underpin why you do the things you do both in a positive and a sometimes self-defeating manner. This fundamental awareness of your patterns is key in both recognizing your strength as a leader, as well as understanding how to modify your beliefs in order to be more effective.

Break

3:00 - 3:15 p.m.

AGENDA

Day 1 (CONTINUED)

Assessing Your Leadership Effectiveness

3:15 - 4:00 p.m.

Leaders must understand how their own behaviors impact those around them. During this session, you'll complete an assessment that will reveal your operating style and its impact on others.

Reflection and Discussion: Interpreting the Results of your Assessment

4:00 - 4:30 p.m.

Suggestions will be offered for mitigating the effects of overused strengths and for overcoming challenges created by shortfalls in other areas. You will also learn how you can use similar tools to support your team.

Day 1 Wrap-Up

4:30 - 4:45 p.m.

Networking Reception (included in your registration fee)

4:45 - 5:45 p.m.

Day 2

Part 2: Team Performance

Continental Breakfast (included in registration fee)

8:30 - 9:00 a.m.

Day 1 Review and Forming Teams

9:00 - 9:30 a.m.

Following a review of the previous day, based on the results of your assessment, we will form diverse sets of teams for the remaining afternoon modules.

Building Successful Teams: Team Challenge

9:30 - 10:30 a.m.

Using a simulation, you'll draw out valuable lessons on team performance as they relate to both the task at hand and the relationships in the group.

Break

10:30 - 10:45 a.m.

Debrief: Team Performance

10:45 - 11:15 a.m.

During this time, you will gain a deeper awareness of your performance under stress and the impact on team dynamics.

AGENDA

Day 2 (CONTINUED)

The Power of Recognition

11:15 - 12:00 p.m.

One important aspect of leadership is to be able to effectively recognize and communicate the strengths in others. Participants will practice the skill of evidence-based recognition within small groups using a method called T.A.P.E. You'll experience the power of being recognized firsthand as you'll not only learn and deliver recognition, but receive it.

Lunch

12:00 - 1:00 p.m.

Assessing Your Team's Effectiveness

1:00 - 2:00 p.m.

In this session, we will use a powerful assessment tool to diagnose both the strengths and weaknesses of your current team. You'll gain deep insights into the dynamics that both contribute and hinder your success as a team, and you'll learn specific and practical strategies for improving your team's performance.

Working Session: Assessing Your Team's Effectiveness

2:00 - 2:30 p.m.

Based on what you learned from your assessment, you will use this time to reflect on the results and identify strategies for evaluating your own team effectiveness going forward.

Break

2:30 - 2:45 p.m.

Part 3: Interpersonal Skills

Coaching Techniques

2:45 - 3:45 p.m.

Leaders frequently underestimate their role as coach within their team. During this hour, participants will be introduced to several useful coaching techniques that will help to immediately create/build rapport and allow others to be effective contributors.

Day 2 Reflection

3:45 - 4:00 p.m.

Day 3

Continental Breakfast (included in registration fee)

8:30 - 9:00 a.m.

Day 2 Review

9:00 - 9:15 a.m.

AGENDA

Day 3 (CONTINUED)

Creating Healthy Dialogue

9:15 - 10:00 a.m.

Managing differences, conflict, and knowing how to “disagree agreeably” are some of the most crucial skills for all leaders. Participants will assess their “style under stress,” learn how to seek understanding with those with whom you disagree, and practice techniques for managing difficult conversations in ways that limit defensiveness.

Working Session: Creating a Healthy Dialogue

10:00 - 10:30 a.m.

Part of mastering communication techniques is practice. You will rehearse for a difficult conversation using the techniques you just learned.

Break

10:30 - 10:45 a.m.

Leadership Philosophy

10:45 - 11:30 a.m.

With support from our instructors, you will distill the culmination of what you have learned about who you are as a leader into a focused leadership philosophy. This powerful tool will help you stay on track as an effective and strategic leader going forward.

Action Planning and Wrap-Up

11:30 - 12:00 p.m.

Participants will present short presentations that reflect on the two-day experience while providing an opportunity to articulate a plan to move forward in their future role as a leader.

INSTRUCTORS

Jennifer Liberty Clark

Instructor of Psychology, Anoka Ramsey Community College

Jennifer has a long history with Dale Carnegie Training®. She began working in a consulting role in 1998, assisting companies to meet their corporate training goals. Shortly after, Jennifer became a certified instructor for Dale Carnegie Training® and has been training ever since. In the fall of 2004, she left her consulting role for the classroom and became a tenured faculty member at Anoka Ramsey Community College. Jennifer teaches in the Psychology Department, co-chairs a Student Success Committee, is a member of the Diversity Committee, and is involved in strategic planning for the college. In addition, she and her business partner own a small start-up consulting company, R.U.N., which is focused on helping small- to mid-sized businesses develop their people. She works with students, staff, and faculty across generations and knows first-hand the dynamics that go along with that job.

Steve Riccio

Lecturer on International Business and Management, Dickinson College

Steve joined the human resource services department at Dickinson in May 2006 following nine years in change management and human resources consulting. After establishing and leading the organizational development and employee wellness programs, he served as the associate vice president of his department from 2013 to 2015. He also taught as an adjunct professor from 2009 to 2015. In addition to teaching, he continues to consult with the college on a variety of human resource projects.

Steve is a certified facilitator through the Center for Creative Leadership and is certified to teach personal effectiveness programs including *DiSC*, *Crucial Conversations*, *Crucial Accountability*, *Change Anything*, and *The 7 Habits of Highly Effective People*. He has written articles for publications, including *Inside Higher Education* and *The Higher Education Workplace*, as well as served as an author and peer evaluator for SHRM on several case studies used in national student competitions at the graduate and undergraduate levels.

LOCATION

September 22 - 24, 2019 | Orlando, FL

Hotel:

Wyndham Grand Orlando Bonnet Creek
14651 Chelonia Parkway
Orlando, FL 32821
407.390.3700

Room rate:

\$179 + tax

Room block dates:

The nights of September 21, 22 and 23, 2019.

Room block cutoff date:

August 30, 2019.

Reserve Your Room: Please call 407.390.3700 and indicate that you are with the Academic Impressions group to receive the group rate. Please book early - rooms are limited and subject to availability.

The Academic Impressions Experience



Intimate, workshop-style trainings with personalized attention



Trainings are practical and action oriented so you can hit the ground running



Carefully-vetted expert instructors who are also practitioners in the field



Learner-centric and designed for interaction and collaboration



Highly recommended:
9 out of 10 participants recommend our trainings to colleagues