

## LOCATION

Located in the state of Ohio, the city of Dayton is a center of technology, industry and entrepreneurship. The Dayton area is a vibrant community offering the amenities of larger urban areas while retaining its Midwestern warmth.

All workshops for the Leadership Certificate Program for Team Leaders and First-Line Managers will be hosted at the University of Dayton's River Campus, in the state-of-the-art 1700 South Patterson Building. The Dayton International Airport is only 15 minutes away, and campus is five minutes from hotels, shopping and dining.

Local attractions include:

- + Carillon Historical Park
- + Dayton Art Institute
- + Five Rivers MetroParks



- + Hawthorn Hill
- + National Museum of the United States Air Force
- + Schuster Performing Arts Center

## REGISTRATION

To reserve your space at the Leadership Certificate Program for Team Leaders and First-Line Managers, contact Jackie Priser at 937-229-3115 or priserja@udayton.edu.

## COST

The program cost is \$7,000 (U.S.), which includes all programs, training, assessments, materials, continental breakfast and lunch. Participants will be awarded 5.0 Continuing Education Units and/or 50 Continuing Professional Units.

## ACCOMMODATIONS

The Dayton Marriott, at 1414 S. Patterson Boulevard, is conveniently located within one mile from the program site. Reservations may be made by calling 800-228-9290. Mention "UD Leadership room block" for a special \$89 (U.S.) daily rate.

[leadership.udayton.edu/global/](http://leadership.udayton.edu/global/)

\*All courses for the Leadership Program will be held at the University's 1700 South Patterson Building, pictured on the cover.



Your leadership  
journey  
begins here

Leadership Development Program  
12 September to 23 September



## ABOUT THE UNIVERSITY OF DAYTON

Ranked as a top-tier national, doctoral-level university—one of the top 100 universities in the United States, according to *U.S. News & World Report*—the University of Dayton offers more than 70 undergraduate and 50 graduate programs in arts and sciences, business administration, education, engineering, health and sport science and law.

Our more than 10,000 students benefit from nationally-recognized programs, including the entrepreneurship program, which has been ranked among the top 10 in the nation for five years by *The Princeton Review* and *Entrepreneur* magazine. The International Student Barometer has also named us a leading university worldwide in learning, living and support services.

A leader in science and research, the University is ranked second in the United States among all colleges and universities for the amount of materials research it performs, and GE Aviation recently began working closely with the University, bringing a \$51 million Electrical Power Integrated Systems Research and Development Center to Dayton.

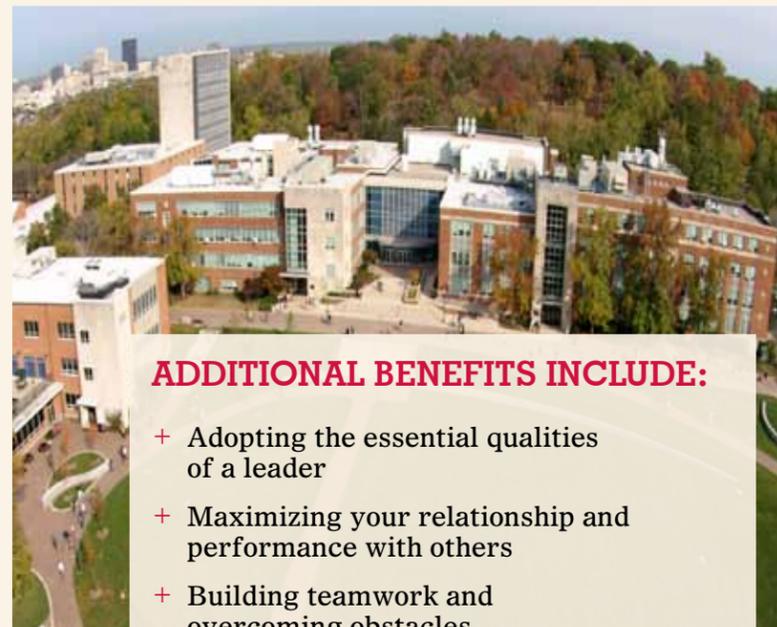
The University's Center for Leadership and Executive Development develops effective, successful and strategic leaders through practical training and programs.

## PROGRAM OVERVIEW

The Leadership Certificate Program for Team Leaders and First-Line Managers is ideal for managers and team leaders (both new and experienced).

As part of the Leadership Certificate Program for Team Leaders and First-Line Managers, you will experience 10 days of interactive programming that will assist you in developing leadership skills that will maximize individual and team performance.

In addition to gaining knowledge from leadership experts, you will discuss case studies, participate in interactive sessions, network with other leaders, complete assessments to determine your leadership style and strengths, and receive individual feedback and coaching. As a result of the program, you will have new and innovative methods of leadership that can be immediately applied to your daily activities.



### ADDITIONAL BENEFITS INCLUDE:

- + Adopting the essential qualities of a leader
- + Maximizing your relationship and performance with others
- + Building teamwork and overcoming obstacles
- + Developing your management philosophy
- + Reducing conflict and help others work together more effectively
- + Handling the media in times of promotion and crisis
- + Confronting poor performance
- + Learning how to make good decisions
- + Implementing and adapting to change

## PROGRAM OUTLINE

### LEADERSHIP ESSENTIALS

Leading yourself and others starts with you. In this high-energy workshop, you will identify your leadership style—and learn how you can use it effectively. You will also identify the stages of team development and assess where your team is currently operating—as well as learn how to accelerate your team's performance in the future.

- Identify the strengths of your leadership style and how to adjust in order to maximize your performance
- Discover common pitfalls in team relationships and how to resolve them

### TRANSITIONING TO LEADERSHIP

Discover the essentials of becoming an effective manager, polish your strengths and learn to direct the success of your employees. In this session, you will develop your management philosophy and design evaluative processes.

- Operate as an effective change agent
- Transition effectively from peer to supervisor

### NAVIGATING DIFFICULT CONVERSATIONS

During this interactive workshop, you will learn to build strong communication and conflict resolution skills that will increase your personal effectiveness.

- Improve your ability to have difficult conversations with positive outcomes
- Identify your conflict resolution style and its implications
- Learn to help others work together more effectively

### COACHING AND EVALUATING PERFORMANCE

Performance appraisals should be designed as opportunities to grow and evolve. Learn how to implement fair and accurate assessments that lead to positive changes.

- Create clear performance objectives
- Develop solid action plans
- Coaching for employee success



### TIME MANAGEMENT

Transform your personal goals into productive daily actions as you learn to effectively manage your time and prioritize what is important.

- Learn three keys to productivity
- Identify time wasters and eliminate them from your day
- Achieve what you want in life, personally and professionally

### LEADERSHIP IS EVERYONE'S BUSINESS

Based on the award-winning book, *The Leadership Challenge*, this workshop will help you identify your leadership strengths and areas for improvement. You will also learn how to use the five practices of exemplary leaders in your workplace.

- Learn to model the way
- Inspire a shared vision
- Enable others to act

### COMMUNICATION SKILLS

In today's workplace, we are communicating more rapidly, more often and with greater numbers of people than ever before. This workshop will help you improve your written and verbal communication skills.

- Identify workplace trends that affect business communication
- Learn structure and formatting for different types of messages
- Build rapport with audience members during presentations

### ANALYTICAL DECISION MAKING

We make decisions every day. While we can't tell you the answer to the challenging questions you face, we will help you learn to make good decisions—even in uncertain circumstances.

- Understand the decision-making process
- Avoid "decision traps"
- Explore tools and techniques

### 10 TRUTHS ABOUT LEADERSHIP

This program presents a behavior-driven model of high performance that focuses on hiring great people, a commitment to support them, well-defined expectations, effective feedback and acceptance of total accountability for individual performance.

- Create a powerful organization capable of top performance
- Embrace accountability

### LEADING CHANGE AT THE FIRST LEVEL

Dealing with major change is difficult. Explore what makes a successful change leader and learn how to increase your capabilities at personally adapting to—and leading others through—major changes.

- Identify what your direct reports need from you in order to effectively adapt to change
- Apply tools to increase change

To learn more about the program and presenters, visit [leadership.udayton.edu/global/](http://leadership.udayton.edu/global/).