

# LEADERSHIP & MANAGEMENT

QNET presents:

## Certificate in Leadership Development (CLD) – Spring 2012

The CLD prepares you for the issues faced by leaders in the modern workplace. Be prepared to challenge your existing thoughts on leadership. The program consists of the 7 day *Workplace Leadership Course*.



**Workplace Leadership - 8:15 a.m. to 4:30 p.m.**  
**Seven day workshop on Wednesdays – May 9, 16, 23, 30, June 6, 13, 20, 2012**

This workshop covers the critical subjects of:

**Leadership:** A Leader's Job - Management & Leadership - Addressing Performance - Performance & Well-Being - The Working Leader - The Peter Principle - Authority - Responsibility - Accountability - Leadership Styles - Decision Making - Input & Control - Delegation - Chain of Command - Unity of Command - Why the Job Doesn't Get Done - Goals - Performance & Results - Motivation - What Productive Employees Say - Trust - Encouraging Initiative - Rules & Procedures - Correcting Misconduct - Character - Pride - Self-Interest - Courage - Loyalty - Ethics - Teamwork - Advocacy - Managing Group Stress - Leading Friends - Characteristics of Effective Leaders

**Communication:** The Process - Components - Confirmation - Forms - Listening - Questioning - Using Employee Ideas - Meetings - Presentations - Gender Differences

**Training and Development:** Developing Capability - Training vs. Evaluation - The Role of Evaluation - How People Learn - The Laws of Learning - Sense and Meaning - Exercise - Primacy and Recency - Subdivision - Sequencing - Aspects of Performance - Explaining - Demonstrating - Assisting - Giving Feedback - Teaching Employees to Think - Teaching Employees to Accept Responsibility

*Eligible for the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) with the University of Manitoba Continuing Education*

**Facilitator: Linton Sellen of Training Plus** is an experienced manager, trainer and trainer of supervisors. He has won awards for his leadership, presentation skills and training ability. He received his post secondary education from the Faculties of Management and Law at the University of Manitoba. Linton earned his multi-engine pilot wings, the highest instructional category available from the Canadian Air Force. With this and his commission as an officer, he was put in charge of the training and evaluation of Air Force supervisors and instructors. He also acquired years of first-hand practical experience as a manager, coach, and leader. For the last nine years, Linton has conducted training of managers and supervisors and provided leadership consultation to businesses and other organizations. Specializing in leadership, he developed the *Workplace Leadership Course* to address the issues faced by the leader in the modern workplace.

This Certificate Program is presented in partnership with Industry Workforce Development, Manitoba Entrepreneurship, Training & Trade

Participants in the Workplace Leadership Course offered by QNET have included:

Argus Industries	Avant Systems Group	Boeing Canada	BP Building Professionals Inc.
Canada Post Corp.	Canadian Canola Growers Assoc.	Cangene Corporation	CanWest
Central Manitoba Railway	Champ Industries	City of Winnipeg	Companies Office
CUETS – Bank of America	Diagnostic Services of Manitoba	Dixon Group Canada Limited	E.H. Price Industries
Granny's Poultry Co-Operative	Great-West Life	Health Sciences Centre	Industry Workforce Development
Investors Group	Johnston Group	Manitoba Health & Healthy Living	Manitoba Housing
Manitoba Hydro	Manitoba Information and Communications Technologies	Norampac	MB Infrastructure & Transportation
Manitoba Nurses Union	New Flyer Industries	Property Registry	Parker Hannifin Electronic Control
Nygard International	Pollard Banknote	St. John's-Ravenscourt School	Red River College
Richlu Manufacturing	Rogers Communications	Society for Manitobans with Disabilities	Salem Home Inc.
Sigfusson Northern	University of Manitoba	Vanguard Credit Union	Transcontinental LGM-Coronet
TWCC	Western Canada Lotteries Corp.	Winnipeg	Ventura Land Company
Western Glove Works			Workers Compensation Board

**REGISTER NOW - Fax this form to (204) 949-4990 or register online at [www.qnet.ca](http://www.qnet.ca)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\$2199+GST, Members of:  QNET  MPIA  MTEC/Tourism  MFPA  MCCA  \$2699+GST, Non-Members

**PAYMENT METHOD:**  Cheque Enclosed  VISA  AMEX  MasterCard

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder name \_\_\_\_\_ Signature \_\_\_\_\_

Participants will receive location and final details by email approximately 3 business days prior to the first day of the course. Contact QNET if you do not receive this information. Cancellations must be received in writing no later than 6 business days prior to the first day of the course. After that time, the full registration fee will apply. Replacement participants are accepted at any time. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.

**QNET**  
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