

# LEADERSHIP & MANAGEMENT

QNET presents:

## Certificate in Leadership Development (CLD)

The Certificate in Leadership Development 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 workshop *Workplace Leadership*. Invest in your future - prepare to lead!



**Workplace Leadership - 8:15 a.m. to 4:30 p.m.**  
**Mondays – October 26, November 2, 9, 16, 23, 30,**  
**and December 7, 2009**

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

**CAM:OE** - Workplace Leadership is eligible for the **CAM:OE (Certificate in Applied Management: Organizational Effectiveness)** in partnership with the University of Manitoba Continuing Education Division. Details at [www.qnet.mb.ca](http://www.qnet.mb.ca)

**Workplace Leadership 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 Faculty of Management and the Faculty of 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 on sight and classroom training of managers and supervisors and provided leadership consultation to businesses and other organizations through the company *Training Plus*. Specializing in the area of leadership development he has developed the *Workplace Leader Course* to address the issues faced by the leader in the modern workplace.

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**REGISTER NOW** - Fax this form to (204) 949-4990 or [CLICK HERE](#) to register online

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

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

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

\$1799+GST for Members of:  QNET  MTEC/Tourism  MFPA  MCCA  \$2159+GST for Non-Members

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

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

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

Participants will receive location and final details approximately 3 days prior to session; please 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 and only replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.

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