

LEADERSHIP & MANAGEMENT

QNET presents:

Certificate in Leadership Development (CLD)

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.
Mondays – Nov 1, 8, 15, 22, 29, Dec 6, 13, 2010

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.

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

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|--|--------------------------------|--------------------------------------|-----------------------------|
| Avant Systems Group | BP Building Professionals Inc. | Western Canada Lottery Corp. | Cangene Corporation |
| CanWest | Central Manitoba Railway | Manitoba Health & Healthy Living | Companies Office |
| Canada Post Corp. | CUETS – Bank of America | Diagnostic Services of Manitoba | Government of Manitoba |
| Great-West Life | Health Sciences Centre | Granny's Poultry Co-Operative Ltd. | Manitoba Housing |
| Investors Group | Johnston Group | Industry Workforce Development | Manitoba Hydro |
| New Flyer Industries | Pollard Banknote | Parker Hannifin Electronic Control | Salem Home Inc. |
| City of Winnipeg | Property Registry | Manitoba Information and | Red River College |
| Richlu Manufacturing | Rogers Communications | Communications Technologies | Simplot Canada (II) Limited |
| Western Glove Works | Winpak | MB Infrastructure and Transportation | WCB |
| Society for Manitobans with Disabilities | St. John's-Ravenscourt School | Transcontinental LGM-Coronet | Norampac |
| | Nygard International | Western Canada Lotteries Corp. | Sigfusson Northern |

REGISTER NOW - Fax this form to (204) 949-4990 or register online at www.qnet.mb.ca

Name _____ Title _____

Organization _____ City _____

Ph _____ Fax _____ Email _____

\$1999+GST, Members of: QNET MPIA MTEC/Tourism MFPA MCCA \$2399+GST, Non-Members

PAYMENT METHOD: Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholder name _____ Signature _____

Participants will receive location and final details about 3 days prior to session; contact QNET if you do not receive this. 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 applies. Replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 89975534RT.



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