LEADERSHIP TOOLKIT

The Leadership Toolkit teaches employees practical management skills they can apply every day on the job, as well as a thorough understanding of the management function. The program exposes employees to common management situations, and provides honest 360° feedback on current strengths and weaknesses. Industry specific examples, tools, and topics will be woven into the curriculum as students work on real-world projects aligned with organizational strategic initiatives.

TOOLKIT BENEFITS

- Fully supported training program that can be custom-designed to meet your company's needs
- Understand multiple management styles and when it is appropriate to use each
- Creation of personal action plans based on individual strengths and weaknesses stimulate growth
- Learn proper use of various communication styles and their impact on managerial effectiveness
- Develop facilitation skills to become a more effective leader
- Choose from a variety of electives include building a customer service culture, intercultural awareness, and negotiation skills

KEY PROGRAM TOPICS

- Team Development
- Management Style
- Personal Growth
- Communication Style
- Multiple Elective Sessions
- Leading and Facilitating Teams

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Corporate Education and Custom Training
(858) 534-9355 | corped@ucsd.edu

extendedstudies.ucsd.edu/custom-programs

UC San Diego
EXTENDED STUDIES

PUT THE POWER OF UC SAN DIEGO EXTENDED STUDIES TO WORK FOR YOU

Every successful organization needs skilled workers and an evolving pipeline of talent to draw from to keep pace with a quickly changing workplace. When a company makes education a top priority, everyone wins. Employees are more skilled and confident. Teams perform better. Organizations increase the capacity and value of their workforce when employees become more intuitively and analytically competent.

UC San Diego Extended Studies custom training empowers workforces and helps businesses identify organizational skills gaps creating a tactical training plan to fill them.

Some of San Diego's most successful companies use customized training from UC San Diego Extended Studies to inject their organization with concise, up-to-date competencies that help them reach their goals faster and smarter than their competitors.

ADDITIONAL INFORMATION

- Ten 4-hour sessions equal to 4 CEU's that may be used for maintaining credentials or licenses
- Course credit may be applied toward our Professional Certificate in Business Management
- Pricing varies with # of participants and electives chosen, includes materials (minimum of 15 recommended)
- Program delivery options include onsite, on campus, online or hybrid

ABOUT UC SAN DIEGO DIVISION OF EXTENDED STUDIES

- Extended Studies is the Continuing Education and Outreach arm of UC San Diego serving local and international communities
- UC San Diego is ranked among the world's top universities
- Over 25 years of success with Toolkits in Engineering, Leadership, and Project Management
- All courses, programs, and instructors meet rigorous UC San Diego academic requirements
- Staff and instructors can assist in performing a Training Needs Analysis to ensure all instruction is applicable and deliverables are met

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CORPORATE TRAINING BENEFITS

Private: Offered exclusively to organizations for their employees

Custom: Curriculum tailored to the challenges of each organization

Turnkey: Extended Studies will handle administrative details from beginning to end

Flexible: Schedule, Location, and Delivery are customized for each cohort's needs

Cohesive: Employees learn new skills and develop a common language together

Proven: 1000's of professionals apply our training in their organizations yearly

CORE SESSIONS (REQUIRED)

Team Development
- Explore characteristics of high performance teams
- Capture best team development practices via interactive exercises and simulation

Management Style
- Receive feedback on a matrix of skill sets in managing projects and processes; leading people and influencing the organization
- Understand how some management styles are more appropriate than others in different situations

Personal Growth
- Apply SMART model to improving performance as outlined in the feedback reports
- Coach and be coached in developing more effective management behaviors
- Create personal action plans for change

Communication Style
- Understand how communication style is related to your effectiveness as a manager
- Recognize your natural communication style
- Discover other effective styles, and when to use each

Leading and Facilitating Teams (Closing Session)
- Learn what makes an effective team leader
- Develop facilitation skills and create a community of practice
- Review of progress of 360 goals

ELECTIVE SESSIONS (CHOOSE 5)

- Appropriate workplace behaviors
- Balancing your life/stress management
- Building a customer service culture
- Career development
- Clear writing for results
- Closing the gap of gender & generation
- Coaching technical professionals for high performance
- Cross-cultural communication
- Delegating techniques & managing priorities
- Emotional Intelligence (EQ)
- Finance for non-finance managers
- Giving constructive feedback & managing interpersonal conflict
- Influencing others successfully
- Intercultural awareness
- Interpersonal communication skills
- Interviewing potential employees
- Managing workforce diversity
- Motivation & fostering peak performance
- Negotiation skills
- Peer Coaching
- Presentation skills for the manager
- Problem solving
- Strategic goal setting and priorities
- Stressful conversations
- Transforming resistance to change
- Unconscious Bias
- Visual process flow