

# EMERGING LEADERS, CERTIFICATE OF COMPLETION

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## Requirements

### **PROW NC006 Leadership Skills (0 Units)**

Hours: 8 (8 lecture)

Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. Course restricted to 98 repetitions

### **PROW NC012 Supervisory Skills (0 Units)**

Hours: 8 (8 lecture)

Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation and management styles. Course restricted to 98 repetitions

### **PROW NC014 Motivating Yourself and Others (0 Units)**

Hours: 8 (8 lecture)

Individuals and leaders who want to explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. Course restricted to 98 repetitions

### **PROW NC038 Increasing Productivity (0 Units)**

Hours: 8 (8 lecture)

Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. Course restricted to 98 repetitions

## Learning Outcomes

1. Explain and apply communication techniques for constructive criticism to a workplace scenario.
2. Explain the four stages of team development and apply to a case study.
3. Identify a problematic employee issue and identify if it is a coaching issue or disciplinary action case.
4. Explain and apply to a case study three ways to motivate employees.