Leadership, Excellence, and Development 2014

“LEAD”

**Purpose:** The purpose of the program is to equip participants with the knowledge, skills and competencies necessary to be a highly effective supervisor, manager, and/or administrator at TAMU-CC. The program is competency-based and skill-acquisition focused and provides participants the opportunity to develop successful skills to:

- Effectively communicate, delegate and manage priorities
- Increase employee productivity, morale, work quality
- Focus their time and efforts on achieving key results, and understand and implement systems thinking

**Scope:** The Employee Development office, together with various campus subject matter experts, provides the training. LEAD consists of 40 hours of classroom sessions plus 10 hours combined supplemental TrainTraq online and outside classroom activities (individual, paired, and group) for a total of 50 hours. Classroom sessions are planned for various days and various time frames (2-4 hours) principally on Friday from 9 a.m.-12 p.m., beginning in June.

**Program Content Outline:** The Lead program consists of the following three phases and major topics:

1. **Phase 1 – Interpersonal Influence/Effectiveness**
   a. Communication (written, verbal, listening)
   b. Leadership Style
   c. Problem Solving (dept/campus current issues)
   d. Decision Making

2. **Phase 2 – Team Effectiveness**
   a. Making Team Meetings Work
   b. Evaluating Individual and Team Performance
   c. Resolving Team Conflict
   d. Utilizing Team Members’ Strengths (right bus, right seat)
3. **Phase 3 – Organizational Effectiveness**
   a. Coordinating across departments/divisions
   b. Quality/Systems management
   c. Project management
   d. Crisis and Risk management
   e. Information papers/briefings
   f. Decision papers/briefings

**Methodology:** Lectures, campus case studies, individual and group activities/presentations, supplemental online training, and practical problem solving application of current challenge participants are experiencing.

**Milestones:**
1. Supervisor identifies candidate(s) for the program during the Spring performance evaluation reviews.
2. Supervisor nominates candidate and submits application materials to the Employee Development office no later than May 2, 2014.
3. Candidates are selected for the cohort by selection committee.
4. Course begins in June.
5. Course concludes in December 2014.

**LEAD COHORT 1**

“Give a man a fish, feed him for a day, Teach him how to fish – feed him for a lifetime!” -- Steven Covey