Leadership, Excellence And Development 2016
(LEAD) – Cohort IV

**Purpose:** The L . E . A . D . program provides participants with the knowledge, skills and competencies to be a highly effective supervisor, manager, and/or administrator at TAMU-CC. The program is competency-based and skill-acquisition focused, and tailored to campus procedures and implementation. Participants will have the opportunity to learn how to better:

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

**Scope:** The Employee Development & Compliance Services department and various campus subject matter experts, provide the training. LEAD consists of 40 classroom hours, plus 10 hours of supplemental TrainTraq online and outside classroom activities (individual, paired, and group) for a total of 50 hours. Classroom sessions are held on various time frames ranging from 2-4 hours on select Fridays from June – December.

**Program Content Outline:** LEAD 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. Application materials submitted to the Employee Development & Compliance Services department no later than May 27, 2016
2. Candidate selection.

*Give a man a fish feed, him for a day, Teach him how to fish—feed him for a lifetime!*—Steven Covey