

SCHEDULE

LEADERSHIP: IT STARTS WITH YOU

Thursday, February 16, 2023 // 8:00 a.m. – Noon

HABIT BUILDER WEBINAR

Thursday, February 23, 2023 // 9:00 – 10:00 a.m.

MAXIMIZING YOUR PRODUCTIVITY

Thursday, March 9, 2023 // 8:00 a.m. – Noon

TRUST, RESPECT, AND ETHICS

Thursday, April 13, 2023 // 8:00 a.m. – Noon

INDIVIDUAL COACHING CALLS

April 10 – 21, 2023

TEAM ENGAGEMENT THROUGH LEADERSHIP CONVERSATIONS

Thursday, May 11, 2023 // 8:00 a.m. – Noon

SKILLFUL NEGOTIATION

Thursday, June 8, 2023 // 8:00 a.m. – Noon

ARE WE MAKING MONEY YET?

Thursday, August 17, 2023 // 8:00 – 10:00 a.m.

LEADERS ARE CAREER ARCHITECTS

Thursday, August 17, 2023 // 10:00 a.m. – Noon

DIFFICULT CONVERSATIONS

Thursday, September 28, 2023 // 8:00 a.m. – Noon

INDIVIDUAL COACHING CALLS

September 18 – 29, 2023

EFFECTIVE PERFORMANCE REVIEWS

Thursday, October 12, 2023 // 8:00 a.m. – Noon

IMPROVE YOUR CRITICAL THINKING, IMPROVE YOUR SUCCESS

Thursday, November 16, 2023 // 8:00 a.m. – Noon

DEVELOPING SELF-MANAGING AND EMOTIONALLY INTELLIGENT TEAM MEMBERS

Thursday, December 14, 2023 // 8:00 a.m. – Noon



HAWKEYE
COMMUNITY COLLEGE

Business and Community Education

www.hawkeyecollege.edu/prolead
319-296-4223

2023

ProLEAD

PROGRAM FOR MANAGERS

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Becoming a great leader takes an entirely different skill set from where you started as an entry-level employee. Unless you have been taken under the wing of a great mentor or participated in an immersive training program at your organization, you're learning to swim in an ocean of uncharted waters with unpredictable challenges and obstacles every day.

The ProLEAD program is designed for those with basic managerial skills who are seeking more guidance and insight on tough topics that keep them up at night, such as terminating employees, handling budgets, and internal politics.

ProLEAD will provide you with the knowledge and skills for a well-rounded leadership approach.

Who Should Attend

- Managers who already have the basic leadership skill set and are now seeking additional information for situations that require further insight and coaching.
- Professionals who want to advance their career, but may be struggling to fill a knowledge gap.
- Managers who are stuck or plateaued and need a boost of knowledge, advice, or momentum to get back on track.

Prerequisites

Individuals should have completed a comprehensive management or leadership training program (ex. Hawkeye's LEAD Certificate program) or earned an associate or bachelor's degree in business management. Leaders must also have at least one year of experience managing someone directly.

Program Format

The program includes 10 four-hour classes that meet monthly, two one-hour individual coaching sessions with a professional coach, and a one-hour webinar. You will also use the Habit Builder tool, which will help you integrate your new leadership skills into your job. Additionally, you will have the choice to attend in person on campus or tune in remotely via Zoom.

Cost

Register before December 1, 2022 and get EARLY BIRD pricing of \$1,795 per person for the first five employees and \$1,595 for each additional employee.

Starting December 1, 2022, the price will increase to \$1,945 per person for the first five employees and \$1,745 per person for each additional employee.

Registration deadline: January 27, 2023

Meeting Location

Attend in person at Hawkeye Community College, Buchanan Hall Advanced Technology and Business Center, 1501 East Orange Road, Waterloo, Iowa

Or attend remotely via Zoom.

Certification

To earn the ProLEAD Certificate, participants must attend at least seven of the 10 classes, dial in to both individual coaching calls, and attend the required one-hour Habit Builder webinar.

ENROLL EARLY

Call **319-296-4223** or visit www.hawkeyecollege.edu/prolead

2023 PROGRAM FOR MANAGERS:

Boost your knowledge and skills for a comprehensive leadership approach.

LEADERSHIP: IT STARTS WITH YOU Thursday, February 16

We have all heard the saying, “Put your mask on first before helping others.” Leadership is much like this. Meaning you, as a leader, must first have your mindset and emotions right in order to lead others to the highest level. In the session, you learn how to develop a growth mindset and leverage your emotions to better serve yourself, your employees, and the company. The results of a growth mindset include seeing new opportunities not seen before, more employee productivity, creativity, innovation, engagement, and commitment.

Facilitator: Ronee Anderson

HABIT BUILDER WEBINAR Thursday, February 23

In this introductory webinar, leadership coach, Joel Bennett, will help participants identify leadership behaviors they would like to improve throughout the certificate program. Using an individualized process and the Habit Builder tool, each participant will implement these new behaviors into their daily work habits.

Leadership Coach: Joel Bennett

MAXIMIZING YOUR PRODUCTIVITY Thursday, March 19

Are you stressed because you spend all day working and at the end of it you have nothing to show? Gain insight on when your peak performance time is during the day and what activities you should be doing during that time. Also, receive solutions for time wasters, review tips for utilizing work resources, and examine how super productive people get it done.

Facilitator: Terry Whitson

TRUST, RESPECT, AND ETHICS Thursday, April 13

More than ever people are looking for leaders who they can trust and respect. This is built on a foundation of ethics. In this class you will learn the vital role that the values of trust, respect and ethics play in the workplace. Behaviors that exemplify each of these values will be clarified, and the class will observe how each of the values play a role in a leader’s influence. This class will challenge and inspire you to be that kind of leader we all need now and in the future.

Facilitator: Heather Woody

TEAM ENGAGEMENT THROUGH LEADERSHIP CONVERSATIONS Thursday, May 11

According to the 80/20 principle, 80% of the work gets done by 20% of your employees. It’s very likely those employees are probably the most engaged at the company, which is why they are the most productive. What if you, as the leader, knew what to do to get more employees engaged? This class will share the key conversations leaders need to have with their teams to impact their company culture and give them a competitive edge.

Facilitator: Joel Bennett

SKILLFUL NEGOTIATION Thursday, June 8

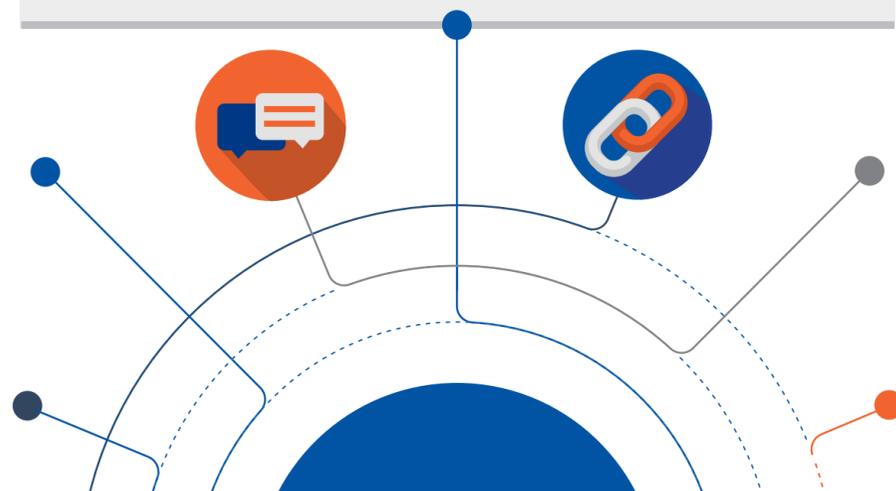
Managers negotiate every day - from convincing a direct report to come in on Saturday, to reaching a starting salary for a new hire. In this class, you’ll discover how to approach different situations, ask better questions, frame the discussions, and analyze the risks along with weighing the various options. You will practice your new negotiation skills in a safe environment with positive feedback from the instructor and other class participants. *Facilitator: Dr. Celina Peerman*

ARE WE MAKING MONEY YET? Thursday, August 17

Profit is the obvious goal of any business – the ‘bottom line’. In order to answer the question of whether a business is profitable, leaders and managers must interpret and analyze financial reports regularly. Knowing how to read these reports is essential for identifying the financial performance of the organization, department or service line. During this class, you will analyze three main financial reports (balance sheet, income statement, cash flow) and understand the numbers and data within each report. Also, you will define the difference between accrual and cash accounting, and calculate key financial ratios so you can make informed decisions. *Facilitator: Kathie Rotz*

LEADERS ARE CAREER ARCHITECTS Thursday, August 17

We take proactive steps to build a retirement plan, to manage our health, even invest in cars and properties to maintain and create value, but too often leave our own careers to chance. Be the architect of your professional life, starting now. Step one as a leader happens in your current role and decisions – at the place where your expertise, your brand communication, and your relationship network meet – a blueprint. Step two is building out a career vision through strategic learning – digital technologies, industry trends, and people knowledge transfer. This course will touch on topics from LinkedIn and productivity tools to hiring and seeking feedback. Learn how to architect your career, as a professional and as a leader, like a pro. *Facilitator: Sandra Flikkema*



DIFFICULT CONVERSATIONS Thursday, September 28

Dealing with difficult people and conducting those conversations is one of the most challenging tasks leaders perform. This class session will review productive and unproductive conflicts. Gain a deep appreciation for the purpose and opportunity for healthy and challenging conversations affords their organizations. Engage in strategies that offer the best results and relationship outcomes, and clarify the “what not to do” strategies.

Facilitator: Heather Woody

EFFECTIVE PERFORMANCE REVIEWS Thursday, October 12

Are your performance reports making a difference? By the end of this class, you will be better equipped to write and deliver performance reviews that are filled with evidence and value that direct reports appreciate and specifically know what to work on to improve their work performance. Class will practice phrasing sticky scenarios and will be exposed to tools to assist them in the future.

Facilitator: Terry Whitson

IMPROVE YOUR CRITICAL THINKING, IMPROVE YOUR SUCCESS Thursday, November 16

Critical thinking is one of the most important skills to improve for future success. Being able to gather the right information from different perspectives in order to make the most accurate decision can have a lasting impact, not only for a current project but for your career. In this class, you will examine common thinking and decision-making mistakes. In addition, you’ll improve your ability to assess problems, identify root causes, generate solutions and determine best alternatives along with their consequences and implications.

Facilitator: Dr. Celina Peerman

DEVELOPING SELF-MANAGING AND EMOTIONALLY INTELLIGENT TEAM MEMBERS Thursday, December 14

The ultimate goal for a manager is to have self-sufficient, mature employees who are proactive, trusted role models in the organization and community. This is a long road of development that progresses at different speeds and takes different routes depending on the employee. In this session, participants will be challenged to raise the bar of expectations for their staff and themselves, and leave with ideas on how to do this.

Facilitator: Heather Woody



Ronee Andersen helps leaders and small business owners reach their potential by leveraging leadership, a growth mindset, emotional intelligence, team building, and company culture. Ronee has her Senior Professional in Human Resources (SPHR) certification, an MBA with an emphasis in HR, and is certified through Coach Training Alliance. She has an Advanced Certificate in Strategic HR from Cornell University and a Certificate in Organizational Analysis from Stanford University.



Joel Bennett has more than 20 years of human resource experience and excels at building organizational capacity by providing customized consulting, training, and coaching services to growth focused businesses. His expertise in leadership, organizational development, performance management, and recruiting allow him to assist leaders in tackling personnel and organizational issues. Joel has worked with clients in manufacturing, construction, service, education, and healthcare.



Sandra Flikkema delivers a unique combination of experience in coaching, training and career management, leading managers and high potentials to make strategic changes in communication, business, and relational skills. Sandra is notable for her tech-leaning instructional design, highly engaging interaction, capability to discern and uncover core issues, and her ability to promote real and effective learning.



Dr. Celina Peerman specializes in organizational behavior and human resource management-related training and projects. Her professional experience includes senior leadership roles in human resources, organizational development, and operations positions in both profit and non-profit organizations. Her passion is for how people behave at work: the good, the bad, and the worst.



Kathie Rotz is a John Maxwell certified executive coach, speaker, trainer and human behavior consultant. Kathie’s focus is to empower people by challenging their habits; most importantly, their thinking and emotional habits. Kathie has over 25 years of experience working in corporate America in leadership and training roles and 19 years leading a growing sales team.



Terry Whitson is an independent training and development consultant with more than 25 years of experience in corporate training. She earned a master’s degree in training and development from Drake University and an undergraduate degree in business with a marketing emphasis from the University of Iowa. She has worked as a training manager and corporate trainer for several large companies.



Heather L. Woody is a success coach who assists individuals personally and professionally to help them experience their greatness. She has a passion for working with people as they pursue their own road to success, goal achievement, and fulfilled lives. Heather is a master certified coach through the Certified Coach Federation and a graduate of Coach Inc., one of the largest international training organizations for professional coaches.