

## MANUFACTURING LEADERSHIP TRAINING COURSE CALENDAR

### ELECTIVES (MINIMUM 2 REQUIRED FOR STATEMENT OF COMPLETION)

Wednesday October 7, 2015, (1 day workshop)	8:30am – 4:30pm	<b>INTRODUCTION PROJECT MANAGEMENT</b>	Registration Deadline: September 23, 2015
Wednesday October 28 , 2015 (1 day workshop)	8:30am – 4:30pm	<b>MANAGING CONFLICT IN THE WORKPLACE</b>	Registration Deadline: October 14, 2015
Wednesday November 25, 2015 (1 day workshop)	8:30am – 4:30pm	<b>TIME AND STRESS MANAGEMENT</b>	Registration Deadline: November 12, 2015
Wednesday December 09, 2015 (1 day workshop)	8:30am – 4:30pm	<b>FINANCE FOR NON FINANCIAL MANAGERS</b>	Registration Deadline: November 25, 2015
Wednesday January 27 & February 03, 2016 (2 day workshop)	8:30am – 4:30pm	<b>SUPERVISORY SKILLS</b>	Registration Deadline: January 13, 2016

### REQUIRED WORKSHOPS

Wednesday March 09, 2016 (1 day workshop)	8:30am – 4:30pm	<b>LEADERSHIP 1 – SELF AS LEADER</b>	Registration Deadline: February 24, 2016
Wednesday April 06, 2016 (1 day workshop)	8:30am – 4:30pm	<b>LEADERSHIP 2 – LEADING TEAMS</b>	Registration Deadline: March 23, 2016
Wednesday May 4, 2016 (1 day workshop)	8:30am – 4:30pm	<b>LEADERSHIP 3 – LEADING ORGANIZATIONS</b>	Registration Deadline: April 20, 2016

#### WORKSHOP PRICING

1 Day workshop	CME Members:	\$ 255.00
2 Day workshop	CME Members	\$ 470.00

To register: <http://www.bcit.ca/business/study/cme>  
 Company sponsorship <http://www.bcit.ca/admission/fees/sponsorship.shtml>

For information on BCIT Corporate and Industry Training Services,  
 Visit: [www.bcit.ca/business/industry/training](http://www.bcit.ca/business/industry/training)

Please contact **Geraldine Megannety**, Program Coordinator  
 T: 604 412-7691 E: [geraldine\\_megannety@bcit.ca](mailto:geraldine_megannety@bcit.ca)

NOTE: ALL WORKSHOPS CAN BE TAKEN INDIVIDUALLY WITHOUT PURSUING STATEMENT OF COMPLETION

## REQUIRED WORKSHOPS

### LEADERSHIP 1 – SELF AS LEADER

The purpose of Leadership 1 is to develop the interpersonal competencies associated with leadership effectiveness. Through a combination of group interactions, role playing, lectures and experiential activities, participants will have an opportunity to enhance an array of skills including critical thinking, communication, feedback, presentation, conflict resolution, and productivity skills. Predicated on the assumptions that leadership is about action not position and that every individual has the potential for leadership, this course will also provide participants with the opportunity to begin to develop a personal model of leadership.

### LEADERSHIP 2 – LEADING TEAMS

Leadership 2 develops team leadership competencies and continued personal development as a leader. Skills that are developed in the context of team leadership include problem solving and decision-making, appropriate risk-taking, communication skills to conduct difficult conversations and conflict resolution skills, mediation and negotiation.

### LEADERSHIP 3 – LEADING ORGANIZATIONS

The purpose of Leadership 3 is to develop organizational leadership competencies and to continue to develop interpersonal competencies associated with leadership effectiveness. Participants will have an opportunity to enhance an array of skills including strategic planning and its successful implementation, communication strategies, organizational performance measurement, leading organizational change, understanding organizational cultures and sub-cultures, and the role as a member of an organization's leadership team in terms of accountability and responsibility.

## ELECTIVES – MINIMUM 2 REQUIRED FOR STATEMENT OF COMPLETION

### SUPERVISORY SKILLS

This introductory level course introduces participants to the work of first line managers and supervisors. It focuses on the role of a supervisor and explores some of the fundamental responsibilities of the position. Specific areas such as effective delegation, approaches to problem solving and decision making, planning, conflict management, communication, and motivation are addressed within the context of handling frontline situations. Leadership, ethics and the role of a supervisor in unionized settings are also addressed.

### INTRODUCTION TO PROJECT MANAGEMENT

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

### FINANCE FOR NON-FINANCIAL MANAGERS

Money matters can be intimidating for even the smartest people. Having a solid understanding of basic financial terms and methods is crucial to your career. When terms like ROI, EBIT, GAAP, and extrapolation join the conversation, you'll want to know what people are talking about and you'll want to be able to participate in the discussion. This workshop will give you a solid foundation in finance. Commonly used terms such as, financial statements, budgets, forecasting, purchasing decisions, and financial legislation will be covered.

### TIME MANAGEMENT

This workshop will address personal motivation and assist participants to work through what is important in the context of their day. It will cover: how to plan and prioritize each day's activities in a more efficient, productive manner, how to set effective goals, how to overcome procrastination quickly and easily, planning and handling crises effectively and quickly, organizing workspace and workflow to make better use of time, better understanding stress triggers and how to manage stress, and understanding effective delegation techniques

### CONFLICT MANAGEMENT

We all encounter people we find difficult to deal with. If not properly managed, these situations can escalate into confrontations - personally stressful and seldom productive. There are time-tested approaches, however, which can defuse these situations, increase communication, and shift the focus from conflict to problem solving. Learn to reduce your own stress and improve your results when dealing with those you have difficulty with. This workshop will provide participants the skills and knowledge to effectively handle difficult people and situations. The workshop will be extremely interactive and will utilize discussion, group exercises, games, videos, and role play to allow participants to personalize these concepts and skills.

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