



The Essentials for Leadership Certificate program is an experiential and interactive 24-hour program designed to help build a solid foundation to increase communication and understanding between leaders and their teams. Each course is designed to be innovative and fresh, providing real solutions to real workplace situations without the boring data that we have all heard before.

The premise of this certificate is simple: In theory everything works. But it's the implementation and follow through that actually matters. You can google many ways to be a better leader, but the question is... how do you actually do it and what are tried and true methods that actually work?

**Total Training Hours: 24**

### Module Overview

Capitalizing on the DISC tool, the Essentials for Leadership Certificate will cover the following curriculum for being a genuine leader in today's workplace:

#### Finding Passion at Work

- learn to build trust and credibility within their teams by being more vulnerable and empathic.
- learn to take action and be accountable even when it doesn't feel possible or comfortable.

#### Presenting Ideas with a Purpose

- craft a confident public speaking presence by getting to practice on the spot interactions as well as rehearsed presentations that inspire. Considering that public speaking is the number one fear of all Canadians, it only makes sense that a leader should have as much practice as possible to remove that fear. The ideas learned in this session will be used in subsequent sessions, with each participant asked to build their old own Ted Talk at the end of the course!

#### Communicating with a Purpose

- gain insight into your own communication styles and learn the effects of their preferences on others' styles.
- facilitate team interactions with positivity, energy and will develop techniques to manage negative interactions.

#### Building a Committed Team

- learn that when you hire team members that align with the values both individually and corporately, you will grow an amazing team.
- learn about how coaching, providing feedback and challenging your team will create success, and when you practice this, it will hit goals and accelerate the results you are looking for.



## **Rights and Obligations of Management**

- understand your rights and obligations as a manager from a legal perspective
- identify ways that you can act within the limits of the law and get what you need for and from your team.

## **Getting the Most Out of Your Day**

- learn how prioritizing one's day is an important part of being that organized leader that a team responds well to.
- learn that leaders shouldn't be the ones doing all of the heavy lifting, so you will also understand the art of delegation and get comfortable with setting expectations for others on your team.

## **Creative Problem Solving as a Team**

- learn that each day leaders are faced with problems that need to be solved in order to move forward.
- learn how to be an inventive, logical decision maker by understanding the principles behind critical thinking.
- explore a structured way to approach and dismantle problems as a team.

## **Turning a Vision into Everyday Leadership**

- explore what the most amazing leaders have in common: Vision.
- learn about thought-provoking techniques and ideas from visionary leaders
- build the ability to generate fresh thinking and new ideas to walk away empowered

### **Instructional Fees**

\$3,000 per participant plus GST

### **Fees for Textbooks, Software, and Other Required Materials**

Elevated HR Solutions will provide any required training materials at no additional cost to participants.

By utilizing the Canada-Alberta Job Grant, you may be able to receive reimbursement of up to 66%, but you will need to pay the full cost upfront once the grant is approved. Participants must also be eligible trainees for the Canada-Alberta Job Grant.



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## Instructor Details

This course will be facilitated by Michelle Berg, CPHR.

### ***About Michelle Berg, CPHR***

Since 2010, Michelle Berg has lead Elevated HR - an organization that helps attract, develop and retain top talent by building employee experiences that matter. In 2015 she won the Notable Award in Canada for Entrepreneurship. In 2016, she was selected as one of twenty top leaders in Calgary by Business in Calgary magazine as well as headed up the HR Team of the Year from the Human Resources Institute of Alberta. She was named a finalist for Woman of Inspiration by Canadian Business Chicks in 2017 and in 2018 she won the HR Firm of the Year by Canada Law Magazine.