Foundational Leadership Program
A MANAGEMENT DEVELOPMENT PROGRAM FOR STAFF AT QUEEN’S UNIVERSITY

PRESENTED BY THE HUMAN RESOURCES DEPARTMENT
WHAT COMPRISSES THE CERTIFICATE PROGRAM?
The program consists of two main components: a) fourteen classroom sessions and b) action learning projects in teams. The Action Learning Component consists of applying the knowledge acquired in the classroom sessions toward real-life challenges. Participants will present their project findings to the senior administration. The blended learning format includes in-class, self-directed, readings, discussions, case studies, coaching and mentoring. The sessions are a full day in length and held once a month.

WHO IS THIS CERTIFICATE PROGRAM FOR?
Non-academic employees, currently in grade nine or higher, who are managing staff, are eligible to apply. All candidates must commit to full participation and attendance.

HOW DO I APPLY TO PARTICIPATE IN THIS PROGRAM?
The application is available on the HR web site at 
queensu.ca/humanresources/employees/learning/foundationalleadershipprogram.html
Send your completed application to shannon.hill@queensu.ca by Friday, December 11, 2015.

HOW WILL PARTICIPANTS BE SELECTED?
There are 30 spaces available. Eligible participants will be selected to reflect a cross-section of job grades and university departments/areas.

WHAT IS THE COST?
This unique learning opportunity was designed by Queen’s Learning and Development and is made available by your Human Resources department. There is a $750 course fee, payable by the applicant’s department, upon acceptance to the program.

Queen’s Human Resources department is pleased to announce the third offering of the Foundational Leadership program for managers. Customized specifically for Queen’s staff, this comprehensive program integrates advanced management skill acquisition with leadership development and provides an opportunity to network with other Queen’s managers.

In this program, participants will gain a deeper understanding of their leadership capabilities, expand communication and coaching skills, enhance their ability to manage projects, build better relationships within and outside their department, and exchange ideas and experiences with fellow participants.
“Without question, one of the best leadership programs I have ever been involved with. The content was relevant and applicable to the Queen’s culture, and the presentation of the materials was exemplary. A key aspect of the program was the professional networking opportunity that each participant receives; one of the greatest lessons to be learned is how your peers function in their roles at the university, and how similar we all really are. The skills acquired and team based approach utilized in this program have served to prepare me for my current participation in the Executive MBA program at Queen’s University.”  

Keith McWhirter, Associate Director, ITS, Office of the CIO

PROGAM KICK-OFF
January 14, 2016
8:30 am – 9:30 am
Four Points by Sheraton

MODULE ONE: MANAGING SELF
Making the Leap to Management
January 14, 2016
Participants will gain a better understanding of their leadership capabilities and expand their communication and coaching skills.

Understanding and Using Leadership Styles
January 15, 2016
Covers the concepts and model of Situational Leadership. Participants will examine how to use this model in teambuilding, coaching and dealing with special situations.

The Emotionally Intelligent Leader
February 11, 2016
Participants will learn the value of emotional intelligence to them and their organization, and the skills to influence, inspire and motivate.

Managing Management Time
March 10, 2016
Principles of effective time management as well as tools and a practical approach to cope with the endless flow of incoming demands.

MODULE TWO: MANAGING RELATIONSHIPS
Performance Coaching
April 14, 2016
Managing Conflict
May 12, 2016
Leading and Managing through Change
June 9, 2016
Action Learning Project
Team Selection
June 23, 2016
Strategic Planning
September 15, 2016
Project Management
October 20, 2016

MODULE THREE: MANAGING THE ORGANIZATION
Best Practices in Managing your Human Resources
November 17, 2016
Legal Issues and Managing in a Union Environment
December 15, 2016
Managing Financial Resources
January 2017
Business Presentations
February 2017
Managing in a Diverse Environment
March 2017
Presentation Dry Runs
April 2017
ALP Team Presentations/Graduation
May 2017
Queen’s is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. This brochure is available in an accessible format or with appropriate communication supports upon request.

Please contact Shannon Hill in one of the following ways:

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**Phone:** 613-544-6000 ext. 74175  
**In person:** Human Resources, 5th Floor Fleming Hall, Stewart-Pollock Wing, 78 Fifth Field Company Lane, Queen’s University, Kingston, Ontario, K7L 3N6