Leadership is the ability to translate vision into reality. And sharpening that ability is critical to meeting the constant challenges of today’s economy and business world.

The Essential Management and Leadership Skills program provides proven techniques for instantly enhancing your ability to both manage and lead. You’ll gain valuable insights that will forever change how you approach the challenges common to all leaders.

Location of Classes
Sharp Spectrum Center
8695 Spectrum Center Blvd.

All class times are 8-11:30 am
Seating is limited due to space. Register now to guarantee your spot.

Register today at (619) 594-5152 or visit neverstoplearning.net/sharp.
Managing Chaos: Tools to Set Priorities & Get Things Done
Instructor: Jan Zaragoza  |  Date: Friday, May 16  |  Fee: $149

Many people are coming to work early and staying late – and still not getting done what others accomplish in much less time. What are the secrets of people who get the right things done quickly? This high-energy session teaches time-saving habits to move you successfully through multiple demands and a never-ending work load.

Effective Leadership Behavior
Instructor: Steve Murphy  |  Date: Wednesday, June 18  |  Fee: $159

This session will cover a variety of concepts related to effective leadership behavior. Areas of focus are: leadership and leadership style defined; leadership versus management; leading teams; behavioral styles and their relationship to effective leader behavior, and why self-assessment and self-awareness are critical in leadership development. Participants will complete a mini DISC inventory, which profiles four primary behavioral styles – each with a distinct and predictable pattern of observable behavior. The DISC inventory can lead to professional and personal insights and has empowered millions internationally to better understand themselves and others.

Empowering People Through Delegation
Instructor: Lois Hall  |  Date: Friday, July 11  |  Fee: $149

As a developmental tool, delegation can serve two primary purposes. It can help managers accomplish their goals and empower employees with new responsibilities and the accompanying authority to fulfill them. Using situational leadership models, participants will learn how to develop others through delegation, mentor employees for long-term development, and adapt their leadership style to the readiness of the employee to perform delegated tasks.

It’s Not My Fault! Building a Team That Has Accountability
Instructor: Jan Zaragoza  |  Date: Thursday, August 28  |  Fee: $149

Learn how to stop the blaming and complaining in your organization and transform your team to one where everyone is accountable for results. Communication between and within departments improves as employees gain an understanding of how being accountable improves their relationships and enhances work success. Proven techniques are introduced to deal productively with people problems and prevent breakdowns in organizational results. Effective implementation is emphasized by continually bringing the discussion back to real-world workplace issues.

Best Practices in Leadership and Management
Instructor: Lois Hall  |  Date: Friday, Sept. 19  |  Fee: $149

Leadership. Management. Two words used interchangeably in today’s business world. Two words that can mean different things to different people. Because today’s managers are asked to both manage and lead, this session sets the foundation for participants to understand and use both functions. In this session, you will: learn the differences and similarities between leadership and management; how to apply the functions of both to workplace situations; and create an action plan for implementation of leadership and management.

Leading Teams
Instructor: Edwina McKinney  |  Date: Tuesday, Oct. 21  |  Fee: $149

All organizations are involved in working and managing in teams, yet many people dread it. Achieving good teamwork is one of the most important factors contributing to management and organizational success. It is critical that all managers understand the fundamentals of team work and the elements present when leading high performance work teams. This course focuses on the foundation of team success, characteristics of effective teams and potential pitfalls, steps to work group excellence, leadership requirements for building trust within the team, stages of team development, and the role of the manager for high performing teams. The session is designed to cover a range of management activities from identifying critical team needs to management requirements that lead teams to achieving work group excellence.

Class withdrawals or transfers must be made prior to the first day of class – please contact SDSU at (619) 594-5152 for more information or to transfer or withdraw from a class.

The Education Reimbursement Program is available to assist employees in attaining education and training goals. For more information, go to “Education Reimbursement” on SharpNET.