Develop your leading skills.

L.E.A.D. @ Montclair
Leadership Excellence & Advancement through Development

Leadership Development Course Catalog

Office of Organizational Development & Training
Division of Human Resources
Welcome!

On the following pages you will find detailed descriptions of our class offerings for leadership development.

Key competencies to being a great leader are:

- **S**: Ability to manage self
- **P**: Ability to manage people
- **B**: Ability to manage business

Watch for these symbols after each course description.

Registration notes:

- Classes are designed for management personnel
- Non-managers are invited to join with supervisor approval
- Registration is first come first served
- Try to provide 24 hour notice for class cancelations

Request training:

- Private sessions from our current courses are available for your department on days not offered on our calendar
- Customized learning is available and dependent on timing and the size of the group
- Use the form on our website to request customized learning: [click here](#)

Don’t hesitate to contact our office with any questions!

Happy Leading,

The ODT Team: Charlie and Lorin
Leadership Development Courses:

**Coaching Skills for Leaders**

What does it really mean to “coach” your direct reports or colleagues?

Leaders who use coaching regularly tend to have a highly engaged and productive team. Coaching fosters innovation and collaboration. In addition, it helps increase accountability and results. Five skills will be introduced in this learning program:

#1 Listening, #2 Questioning, #3 Endorsing, #4 Flipping and #5 Reflecting.

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**Coaching Skills for Leaders 101**

This course is designed to highlight the foundations of coaching and how it differs from other types of feedback and disciplines. We’ll discuss some basic foundations in neuroleadership, and introduce David Rock’s S.C.A.R.F. model and how it works with coaching skills. The focus will be on the skills of #1 Listening and #2 Questioning. **Whether you are a new or seasoned, you will be surprised to see how difficult it is to ask powerful questions!!**

With half of the course time spent on practicing, you will be able to step out and immediately apply this very valuable skill.

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**Coaching Skills for Leaders 102**

Add to your Questioning Skills!

This course is designed for those who have taken the 101 class. We will continue to refine questioning skills plus, add #3 Endorsing and #4 Flipping. These skills can be powerful tools in goal attainment. These two skills help people to change their perspective and better address challenging issues. **It focuses leaders on a more effective way to motivate and give better direction to team members.** More class time is devoted to practice, discussion and front-of-room examples.

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**Coaching Skills for Leaders 103**

Practice, practice, practice!! This is a shorter session (1:00pm—3:00pm). In this session skill #5 Reflecting is presented. There are video samples, discussion, Q & A, practice and feedback.

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Montclair State University
On Your Mark, Get Set...GOAL! Goal setting for all management levels.

Goal setting is the first step to attaining vision and success. Without goals, stagnation can set in and the ability to motivate can be difficult. We set targets and goals so that we can grow. In addition, targets help everyone know what direction they need to be going. Furthermore, strategic goal setting improves teamwork and collaboration. Having a common purpose and course of action can bring people together.

The trick? You have to develop goals that work.

In this course, learn to:

- Create effective forward goals
- Make goals that connect to the university
- Develop qualitative goals that you can measure
- Sustain motivation

The Happiness Advantage

Want productivity and success? Try this course, based in research, for ideas that will propel your team. Please, see page #5 for full details about this exciting course!

Interviewing Basics for Hiring Managers (101)

Hiring the right people is an important key to success for you, your team, the university and ultimately our students! This class will cover various types of interviewing strategies and the kinds of questions you want to ask. We cover how to set up your interview and various questioning techniques, as well as potential Equal Employment Opportunity pitfalls.

Many of us have only learned how to interview by being interviewed, never understanding the strategy and planning that interviewing requires. This course is perfect for the seasoned hiring manager and new managers who desire to take on this important responsibility.

Understanding FMLA/ADA (as amended) for Supervisors

An interactive course that will help you better understand the nuances of FMLA and the ADA (as amended) and how it pertains to you as a supervisor. Case studies and video scenario’s make this an interesting and helpful. Member of the HR will be on hand to present and answer questions.

Coming Soon
Happiness is something we all desire and yet it often seems elusive, always waiting for us somewhere just over the horizon. Part of the problem is that we have been taught that hard work and success must come first, happiness second. If we work hard, we'll be successful, and once we're successful, then we'll be happy.

But decades of scientific research have proven that this formula is backward. Happiness makes us smarter and more efficient—it actually fuels our success. This course is designed to help people understand how The Happiness Advantage works - and how everyone can benefit from these principles.

In The Happiness Advantage training program, author, speaker and psychologist, Shawn Achor reveals the latest research into the science of happiness. In the process, he makes some amazing revelations.

Happiness is the cause, not just the result, of a whole host of positive outcomes in the workplace:

- Happy employees receive better work evaluations, take fewer sick days, and bounce back from setbacks faster.
- If you can shift your brain into a positive mindset, you can improve your productivity, your level of intelligence, and your ability to interact with coworkers, family, and friends.
- Happiness is something we can all learn.

Through a few simple activities, we can permanently raise our happiness baseline and capitalize on all the advantages listed above. After two decades and thousands of studies, the research is clear: we perform at our best when we are in a positive state of mind.

Using humor and straightforward explanations, Shawn Achor brings this cutting-edge research to life and provides every participant the tools to capitalize on the Happiness Advantage.

The Happiness Advantage focuses on three elements:
- The science of happiness
- Easy-to-do exercises that will help you adopt a positive mindset and put the ideas to work
- How you can spread the Happiness Advantage to your co-workers

This program provides five Implementation Modules, which are designed as tools to help you work on implementing The Happiness Advantage at work and in your life. The modules will help:

- Overcome stress and set attainable goals (The Zorro Circle)
- Improve your ability to lead others using the Happiness Advantage (Leading Positive Change)
- Permanently improve your happiness and performance (Social Investment, Mindset Matters, and Falling Up)