

LEADERSHIP DEVELOPMENT CATALOG 2014

Readings by Executive Core
Qualifications



United States Department of Energy
Office of Learning and Workforce
Development

Leadership Development Programs, Courses and ECQ-based Readings

“I will prepare; and some day my chance will come.”

Abraham Lincoln

Great leaders create and communicate a vision and move people into action to achieve it. They ignite our passion and inspire us to do our best. To be successful, leaders must develop the essential skills to effectively communicate, motivate their employees, fine-tune critical thinking skills, and build and leverage partnerships. They must also understand the organizational and political environment that surrounds them and be proficient in planning and managing human, financial and technology resources. Future leaders must possess the ability to think strategically, identify trends and be innovative. Being technically adept in your field will no longer be enough. Therefore, the U.S. Office of Personnel Management (OPM) identified five Executive Core Qualifications (ECQs) and six Fundamental Competencies that all aspiring and emerging government leaders and executives must possess. They are based on extensive research regarding the attributes of successful executives in both the private and public sector. The ECQs represent the best thinking of organizational psychologists, human resources professionals, and members of the Federal Senior Executive Service (SES).

This catalog includes nationwide information about more than 930 leadership programs, courses and resources from more than 260 educational organizations to help you gain or improve your leadership skills. If you are on the leadership journey and have team leader, supervisory, or managerial experience, but need to hone in on certain skills or if you are an aspiring leader who wants to become an effective team leader, supervisor or manager, this catalog provides information about programs, courses and resources to build your leadership skills. It predominantly lists short-term training programs and longer-term courses from universities, colleges and non-profit organizations such as think-tanks; and lists such by ECQs and Fundamental Competencies.

For each institution in this catalog, we have provided a representative list of courses and programs. When you access the institution’s web site you, you will be able to determine the full range of courses and programs available for your consideration. The resources listed will facilitate your growth and development as an incumbent or aspiring leader; and will be helpful in preparing an Individual, Leadership or Executive Development Plan. Before making final plans to register, please be sure to check each institution’s website or call the contact number provided to confirm that the information is still current. *Please note, the listing of these courses does not constitute endorsement of their content by the Department of Energy or any agency of the Federal Government.*

Authority to Share or Republish

Permission is hereby granted to all federal, state and local governmental organizations to share or republish the links to this catalog and Leadership Development Resource Center.

This **Special Edition** of the **Leadership Development Program Catalog** is a result of end user feedback and through an increasing awareness of the opportunity to significantly broaden the base of educational institutions represented. With Fletcher Honemond's encouragement and support, we have quadrupled the number of universities and colleges to now also include institutions that are recognized for their academic excellence and support to:

- Historically Black Universities and Colleges
- American Indian Colleges and Universities
- Asian American Universities and Colleges
- Hispanic American Universities and Colleges
- Universities and Colleges Predominantly for Women
- Educational Institutions that serve students with disabilities

How to Navigate the Catalog

This catalog is designed for easy navigation. It has an interactive Table of Contents that is composed of two sections: [Organization of this Catalog](#) and [Leadership Programs and Courses by ECQ](#). The Organization of this Catalog section presents an overview of the structure of the catalog and provides easy access allowing you to move within the entire catalog by clicking on the hyperlinks to the various resources contained within, including the Descriptions of the Five ECQs; Leadership Programs and Courses by ECQs and Recommended ECQ-related Readings.

The Leadership Programs and Courses by ECQ section is divided into five subsections that include descriptions of leadership programs or courses sorted by ECQ. To make it easier for you to locate courses specific to your developmental needs, the table of contents is organized by ECQ and each course has been matched to a primary ECQ. However, it is important to note that some programs and courses may fit the parameters for more than one ECQ. This section also provides details about the date the specific programs or courses are offered, the location, the cost and the web-link to the institution offering the programs or courses. Clicking the hyperlink in the descriptions will take you directly to the institution's website for additional information. Clicking a page number on the table of contents will take you directly to that section of the catalog.

Master Indexes

Two Master Index have been created in association with the catalog. The first is the Master Course Index and the second is the Readings Index. With ease, the [Master Course Index](#) can be used to search for courses based on a primary ECQ, cost, location or educational institution. The [Readings Index](#) lists books by ECQ and includes author, title, date and a brief summary. Both the Master Course Index and the Readings Index are available online within the Leadership Development Resource Center or by clicking on the links below:

[Master Course Index](#)

[Readings Index](#)

Online Courses

As you will note, in addition to undergraduate, graduate courses and certificate program resident courses this catalog also includes online learning resources including e-learning courses. In many cases, federal agency personnel already have access to Skillsoft online learning resources through their

enterprise learning management systems. We encourage you to explore your in-house options by contacting your agency learning program manager or send an email to LeadershipTraining@Skillsoft.com for additional information, as these resources may already be available to you at no cost.

508(c) Compliance Statement

The Department of Energy recognizes the importance of technology accessibility standards to our federal employee users. We are committed to keeping our web site and catalog data in compliance with section 508(c) of the Rehabilitation Act of 1973, and 36 CFR 1194.22 (Web-based Internet Information and Applications).

Leadership Development Resource Center (LDRC)

Building enterprise leaders for today's success and tomorrow's mission accomplishment

Purpose:

There is never a time when building an organization's leadership bench strength is not of critical importance. The results of successful leadership development will always manifest in helping to realize the greatest potential for mission accomplishment. Government and private industry organizations alike depend on their leaders to guide them through change, implement their strategic plans successfully and prepare for future competition. Today, effective leadership is commonly viewed as being central to organizational success and more importance is placed on leadership development than ever. Effective leadership is central to organizational success and we have implemented the Leadership Development Resource Center (LDRC). This is a new and growing effort that will provide incumbent and emerging Federal leaders with the tools and information to help them build their leadership capacity. The LDRC is a means of coordinating resources and program efforts in order to meet DOE's mission by progressing in all phases of leadership development.

At the Department of Energy, effective leadership is commonly viewed as being central to organizational success. Efforts are underway to more efficiently and effectively coordinate resources and program efforts to achieve agency alignment and progress in all phases of leadership development.

Click on the link below to access the LDRC to access the calendar of upcoming Leadership Development Series Events as well as links to free tools for career planning such as interest assessments, interview skills and building a federal resume.

[LDRC](#)

Acknowledgements

We are in our fourth year of producing this catalog and could not be more pleased with the quality of support and efforts by the federal staff and university student volunteers listed below.

For this March 2014 Special Edition, I wish to thank our Catalog "Tiger Team" who were led by Deborah Stephenson and Penelope Sippl and, who are a terrifically talented and dedicated group of researchers. They were:

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Recommendations? Please let us know of any recommendations for additional course providers or other leadership readings that should be included. Additional segments needed? Please let us know what else you would recommend be included in this catalog or any non-working links or links that take you to the wrong location.

If you are aware of other federal distribution lists that would be appropriate to use in making this catalog and future updates available to current or aspiring leaders, please send us a link and permission-to-use contact information. We have also been requested to begin making this catalog available to interested State and County Government offices. Information about State/County distribution lists would also be appreciated. This catalog is for anyone interested in being a part of the responsive and competitive federal workforce of the future.

Please send any recommendations or information about corrections to:

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Descriptions of the Five Executive Core Qualifications

The Executive Core Qualifications (ECQs) define the competencies needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization. The Executive Core Qualifications are required for entry into the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions. OPM's [Guide to the Senior Executive Service Qualifications](#) provides detailed information on the Executive Core Qualifications.

<u>Definitions</u>

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
<p>This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.</p>	<p>This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.</p>	<p>This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.</p>	<p>This core qualification involves the ability to manage human, financial, and information resources strategically.</p>	<p>This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.</p>

Competencies

1.Creativity and Innovation 2.External Awareness 3.Flexibility 4.Resilience 5.Strategic Thinking 6.Vision	1.Conflict Management 2.Leveraging Diversity 3.Developing Others 4.Team Building	1.Accountability 2.Customer Service 3.Decisiveness 4.Entrepreneurship 5.Problem Solving 6.Technical Credibility	1.Financial Management 2.Human Capital Management 3.Technology Management	1.Partnering 2.Political Savvy 3.Influencing/ Negotiating
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Fundamental Competencies

Competencies are the personal and professional attributes that are critical to successful performance in the SES. The fundamental competencies are the attributes that serve as the foundation for each of the Executive Core Qualifications. Experience and training that strengthen and demonstrate the competencies will enhance a candidate's overall qualifications for the SES. These competencies are the foundation for success in each of the Executive Core Qualifications.

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

Oral Communication: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

Integrity/Honesty: Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

Continual Learning: Assesses and recognizes own strengths and weaknesses; pursues self-development.

Public Service Motivation: Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Organization of the Catalog

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Program and Course Descriptions by ECQ

ECQ 1: Leading Change

This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Alabama Agricultural and Mechanical University

Strategic Management

Three semester hours. This course is designed to develop an understanding of strategy, policy, and decision-making as applied to the overall management of large corporations or other formal organizational structures. The course objectives are achieved through the integration of economic, marketing, accounting, finance, and management fundamentals. The case method is used. (Prerequisites: (MBA 517) [Additional information may be found here at the Alabama Agricultural and Mechanical University's website.](#)

Dates: Fall 2014

Location: AL

Cost: \$354.00 per semester hour

Contact Information: 256-372-5266

Alcorn State University

Organizational Behavior & Development (MG640)

This course examines behavioral concepts, techniques, and applications for managing employees in all types of organizations. Issues of organizational structure, job qualifications, job satisfaction and commitment, teams and teamwork, and leadership are addressed [Additional information may be found here at the Alcorn State University's website.](#)

Dates: Summer/Fall 2014

Location: MI

Cost: \$1,356

Contact Information: Ms. Katangela Tenner 601-877-6148

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Survey of Management (MG541)

This course identifies and describes current organizational and management principles and practices as they apply to today's business world. The manager's job and the current environment of management are examined based on the cornerstones of management: planning, organizing, leading, and controlling. [Additional information may be found here at the Alcorn State University's website.](#)

Dates: Summer/Fall 2014

Location: MI

Cost: \$1,356

Contact Information: Ms. Katangela Tenner 601-877-6148

American University

Key Executive Leadership Certificate Program

The [Key Executive Leadership Certificate](#) is an eight course certificate program designed to provide a unique experience for enthusiastic and seasoned managers who have an interest in strengthening management skills, heighten leadership skills, and furthering their public service career.

Courses: For course descriptions, [click here](#).

Dates: Fall 2014 courses begin August 25, 2014

Location: American University (Washington, DC)

Cost: \$19,000 per student

Council of the Inspectors General and American University's Leadership Development Program

The Leadership Development Program has two separate elements. One pertains to New Leaders, GS-13 or GS-14 who have not had formal leadership opportunities, and the other is geared toward Experienced Leaders, long time GS-14 or GS-15 leaders who may or may have had formal leadership development opportunities. Each element is scheduled for two weeks with a break between the first and second week to enable participants to apply what they have learned and then reconvene to discuss their experiences. For course descriptions and more information about this program, [click here](#).

New Leader:

Dates: Session 23: April 28-May 2, 2014 & June 2-6, 2014

Session 24: June 23-27, 2014 & July 21-25, 2014

Session 25: August 18-22, 2014 & September 15-19, 2014

Location: American University Watkins Building

Cost: \$3,000

Register: To register for this program, [click here](#).

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Experienced Leader:

Dates: Session 16: March 21-28, 2014 & April 28-May 2, 2014

Session 17: July 11-18, 2014 & August 11-15, 2014

Location: American University Watkins Building

Cost: \$3,000

Register: To register for this program, [click here](#).

Barber-Scotia College

Oral Communication

Training in the skills essential for effective and efficient oral communication: articulation, pronunciation, enunciation, oral interpretation, and delivery techniques. [Additional information may be found here at the Barber-Scotia College's website.](#)

Dates: Fall 2014

Location: NC

Cost: \$1,170

Contact Information: bboyd@b-sc.edu

704-789-2900

Bowie State University

Intro to Public Relations

This course is a study of the fundamental concepts and skills in the public relations field. Students will learn the definition, nature, scope, and warranty of public relations activity. Tasks and responsibilities such as the number of theoretical foundations (including among others, communication theory, interorganizational theory, decision-making and management theory and conflict-resolution theory) will be addressed. [Additional information may be found here at the Bowie State University's website.](#)

Dates: Fall 2014

Location: MD

Cost: \$913

Contact Information: 1-301-860-3451

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Brookings Institution

Executive Leadership for America

In this course, you will work with stimulating thinkers and strategic development experts to build on your tried-and-true leadership qualities, and push yourself to develop fresh insights and approaches. Learn to confront the challenges that come with your high-level responsibilities and find time to reflect on what it takes to make a difference at the top of public service organizations. For more information about this program, [click here](#).

Dates: April 27- May 2, 2014

Location: Boar's Head in Charlottesville, VA

Cost: \$5,750

Contact: Katherine Rowbotham *Phone:* 202.797.6166 *Email:* krowbotham@brookings.edu

Resilience in Leadership

In this highly interactive, skills-based program, you will learn how to capitalize on your existing resilience and bolster any areas of weakness. You will identify your own thinking styles and how they may be helping or hurting your performance. And you will learn a series of practical skills that will help you think more flexibly and accurately, for improved resilience and success. For more information about this program, [click here](#).

Dates: October 15-16, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Strategic Thinking: Driving Long-Term Success

This course on strategic thinking introduces the topic and helps you proactively manage your organization for long-term success. The program establishes a framework for strategic thinking and provides you with an opportunity to practice new strategies not only with respect to various case scenarios, but also with respect to your own agency. By the end of the two-day program, participants will possess fundamental tools and frameworks and will practice using them so they can be applied immediately in their workplaces. For more information about and to register for this program, [click here](#).

Dates: May 7-8, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Flexibility and Decisiveness

In a complex global environment, leaders need to consider multiple perspectives simultaneously and avoid paralysis by analysis. In this new class, you will learn how to adapt and work effectively within dynamic change, to see possibilities that lead to breakthrough concepts, and to employ models of decision making appropriate to the situation at hand. For more information about the program, [click here](#).

Dates: September 16-17, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

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Visioning and Leading Change

This course will explore two objectives. First, it investigates how leaders can develop a vision and communicate it to create and sustain a positive workplace. Developing a vision statement requires it to fit within the mission and values of the organization as well as lead to a tangible strategy and set of strategic initiatives. The vision statement is a bridge between an organization's mission and its strategy. Second, the course examines specific methodologies and provides practical tools for leading change in complex organizations. Developing a vision statement, strategy, and set of strategic initiatives is a social enterprise. Vision and Leading Change will explore how you can lead such a social enterprise with special attention paid to using current information technologies. For more information about and to register for this program, [click here](#).

Dates: March 11-12, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Ethics in Action: Leading with Integrity

How can you best determine what is truly in the public's interest? How do you decide between two "right" positions? This program will help you develop a new self-awareness as well as tools for moral reasoning and a robust ethical framework to assist in everyday decision making. Explore the meaning of integrity, values, and beliefs, and how these shape our behaviors and direct our actions. [click here](#).

Dates: March 18-20, 2014

Location: Brookings Institution (Washington DC)

Cost: \$2,695

Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

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California State University, Long Beach

Managing Quality for Productivity

Relationship between productivity and quality. Examination of the quality-assurance function, statistical quality control, and lot inspection. Relationship between productivity improvement, product quality, and manufacturing strategy. Additional information may be found here at the California State University - Long Beach's website.

Dates: Fall 2014

Location: CA

Cost: \$405

Contact Information: (562) 985-859

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California State University, Sacramento

Managing Creativity and Innovation

This course will provide students with a strong theoretical foundation and a set of practical tools for the management of creativity and innovation. It will help students understand the innovation process and rethink an organization's human resources strategy and transform it into a system that will promote growth and effectiveness at all levels of the organization. The course will also provide a framework for a learning organization to recognize failures, disruptive technologies and strategies to overcome them. [Additional information may be found here at the California State University - Sacramento's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$875

Contact Information: (916) 278-5856

Strategic Analysis for Executives

The course is an interactive learning experience that examines the roles, functions, and skills of top-level executives. The course addresses the need for utilizing the latest strategic approaches. The strategy formulation perspective is designed to increase understanding of the functions and responsibilities of general management. [Additional information may be found here at the California State University - Sacramento's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$875

Contact Information: (916) 278-5856

Carnegie Mellon University

Leadership and Change Management in a Multicultural Context

This four-day program offered by the Carnegie Bosch Institute integrates key approaches of Cross-Cultural and Change Management which, when combined, provide targeted concepts and applied tools to successfully bridge national cultural gaps, effectively maneuver the dynamics of organizational culture, and better align and engage people in change processes in increasingly globalized businesses. [Additional information may be found here at the Carnegie Mellon University's website.](#)

Dates: November 17-20, 2014

Location: Carnegie Mellon University Pittsburgh, PA

Cost: \$5,200

Contact: 412-268-7812

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Center for Creative Leadership

Leadership at the Peak

Leadership at the Peak is for leaders of the enterprise. It is designed exclusively for C-level and senior executives in the top three tiers of the organization: Those with more than 15 years of management experience and leadership responsibility for 500 or more people. The Leadership at the Peak experience is driven by detailed, personal leadership assessments that tailor the program to the specific needs of each participant. The depth of feedback is often cited as the most valuable aspect of the program experience. The assessment process begins several weeks in advance and engages the participant as well as their boss, direct reports and peers. To ensure participants have the optimum background to benefit from the program, admission is by application only. [Additional information may be found here at the Carnegie Mellon University's website.](#)

Dates: Jan 13-17; Jan 27-31; Feb 10-14; Mar 10-14; Mar 24-28; Apr 7-11; Apr 28-May 2; May 5-9; May 19-23; Jun 2-6; Jun 23-27, Jul 7-11; Jul 21-25; Aug 4-8; Aug 25-29; Sep 8-12; Sep 22-26; Oct 6-10; Oct 20-24; Nov 3-7; Nov 17-21; Dec 1-5; Dec 8-12

Location: Colorado Springs, CO

Cost: \$11,800

Contact: Phone: 1.336.545.2810 Email: info@ccl.org

Coastline Community College

C102 Management & Supervision

The course explores the influence of individual differences, interpersonal dynamics and culture on human relations. Its focus is on learning to apply the principles of social science as a business management skill and to improve working relationships and the ability to deal with a variety of people and situations. Students will learn how to utilize problem solving, critical thinking and human relations skills to become effective supervisors and managers in today's business environment. [Additional information may be found here at the Coastline Community College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$46 per unit (3 unit course)

Contact Information: 1-714-241-6212 - Darian Aistrich

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C145 Management & Supervision (formerly Personal Leadership)

A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments, and becoming a caring and effective leader through the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict and motivating others. [Additional information may be found here at the Coastline Community College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$46 per unit (3 unit course)

Contact Information: 714-546-7600

College of Saint Benedict

Innovation (GBUS334)

"Innovate or die" is now a common phrase used to describe the imperative that businesses must constantly innovate or risk disappearing. Similarly, it is widely recognized that the future health of the U.S. economy is dependent on innovation. In order for organizations to be innovative, they need creative and innovative individuals and teams, and they must interact in a larger regional, national, or societal environment of innovation. This course examines innovation at three levels: the individual/team, the organization, and the geographic/societal/economic. [Additional information may be found here at the College of Saint Benedict's website.](#)

Dates: Fall 2014

Location: MN

Cost: \$2107

Contact Information: Sanford Moskowitz, Chair Management Department Global Business Leadership
320-363-2048
smoskowitz@csbsju.edu

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Leadership and Followership (GBUS303)

Throughout this course, students will explore, experience, and apply the interrelated elements of leadership and followership, keeping in mind both local and global contexts. Course content will take a multidisciplinary perspective. It will include historical and contemporary readings from leading experts and practitioners, study and discussion of relevant leadership "current events," and insights shared by visiting practicing leaders. Particular attention will be focused on the dynamics of strategic environmental scanning, innovation, creativity and the self-awareness and communication skills necessary to successful leadership and followership in the 21st century. [Additional information may be found here at the College of Saint Benedict's website.](#)

Dates: Fall 2014

Location: MN

Cost: \$2107

Contact Information: Sanford Moskowitz, Chair Management Department Global Business Leadership
320-363-2048

smoskowitz@csbsju.edu

College of Saint Mary

Organizational Behavior (MSOL645)

This course focuses on a detailed examination of the sources and uses of power and influence, as well as how power and influence are attained, used, and lost. Opportunities to influence and be influenced will be provided and results examined for outcomes and consequences. Influence tactics effective for women in leadership situations are studied. Students will also analyze the causes of organizational behavior problems and the organizational factors that are a foundation for positive and effective organizational behaviors. Topics covered are attitudes and behaviors, stress and emotions, motivation, positive organizational behavior, relationships and social and psychological capital, organizational politics and power, followership, and culture and diversity. [Additional information may be found here at the College of Saint Mary's website.](#)

Dates: Fall 2014 starts 8/17

Location: NE

Cost: \$1710

Contact Information: (800) 926-5534

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Colorado State University

Colorado State University offers non-credit courses designed for in-house delivery to companies and organizations. Programs are custom built for times and days set by the company; they are not open enrollment. Prices vary by duration of workshop

Short courses in organizational dynamics:

Ally Relationships: This day long program provides methods and tools to become the trusted confidant and ally necessary to establish long-term business relationships. (Two 3 hour sessions)

Solving the Generations Puzzle: Multiple Generations Working Side by Side: This workshop is for managers and members of multigenerational teams who want to move from judging to understanding – and learn to appreciate and leverage differences. (One 3 hour session)

Power and Politics: This program assesses individual power and examines six stages of power and how to use them effectively as a manager. (One 3 hour session)

Managing Conflict to Enhance Organization Performance: A two day seminar designed to increase knowledge, skill, and awareness in order to effectively manage disagreements and conflict. (Two day session)

Beyond Gender: Leveraging Gender Differences for Workplace Results: In this interactive and light-hearted workshop, participants will learn the business case for leveraging feminine as well as masculine approaches to leadership and management. (One 3 hour session)

Innovation and Creativity: This lively session deals with idea fluency, creative solutions to problems, and establishing and maintaining an environment that supports creativity. (One 3 hour session)

Conflict Management: Learn the ways to openly and appropriately confront issues and solve interpersonal issues with ease. (One 3 hour session)

For more information about these courses, [click here](#).

Short courses on leadership:

Multidimensional Leadership: This program explores how leadership is changing for the 21st Century and the demographics pushing the changes while helping participants emerge with a plan for action to gain and refine leadership competencies. (One 4 hour session)

Leading High Performance Teams: Understanding the Keys to Effective Team Dynamics: A two day workshop that will give participants a greater understanding of teamwork and leadership skills for the development and management of high performance teams. (Two day session)

Targeted Retention: Being the Organization of Choice: One day program developing concepts of how to build a foundation of managerial practices that attracts and keeps the most talented people. (One day session)

Delegation: The class provides an overview of the components of effective delegation and how it can be accomplished to ensure that delegated tasks are given to the right person in a way that ensures success and learning and truly moves the performance of delegated tasks. (One 3 hour session)

Managing and Leading Organizations: This course is designed to assist participants in improving the ability to exercise effective leadership within the organization as well as with customer and vendors. (Two day session)

Coaching for Performance: This workshop develops the various types of coaching and the appropriate circumstances in which to use them. (One 3 hour session)

The Journey Within: Understanding and Capitalizing on Leadership Talents: One day workshop that makes use of the Myers-Briggs Self Assessment instrument to assist participants in developing action plans to maximize leadership strengths. (One day session)

The Leadership Edge: An Authentic Style: A seminar that utilizes “self-discovery” to help leaders realize who they are (intrinsically) and how their stories shape their authentic style. (One day session)

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Performance Management Tools for Executives: This program provides middle managers with an opportunity to refine their skills in goal setting, measuring performance, and giving feedback. (One day session)

For more information about these courses, [click here](#). **Contact: (970) 491-6265 or jim.francis@business.colostate.edu**

Cosumnes River College

Using Change to Improve an Organization

There are several different ways to manage change in the organization. Leadership techniques are used in different situations. Care should be taken to understand the need for a change agent. Change is important to the long-term success of all companies. [Additional information may be found here at the Cosumnes River College's website.](#)

Dates: TBD

Location: CA

Cost: \$18.00

Contact Information: 916-691-7344

Dartmouth College

The Leadership & Strategic Impact (LSI) Program

The Leadership and Strategic Impact (LSI) program improves the strategic leadership skills of senior managers whose actions and decisions have strategic implications for the organization. An intensive five-day program, LSI will hone your strategic capability, while at the same sharpening your individual leadership skills and self-awareness so you can help your teams, divisions, and overall organization transform strategy into front-line action. As its title indicates, LSI is all about the intersection of how to think, communicate and lead strategically to further organizational objectives. [Additional information may be found here at the Dartmouth College's website.](#)

Dates: June 22-27, 2014; October 19-24, 2014

Location: Tuck School of Business on the Dartmouth College campus in Hanover, New Hampshire

Cost: \$11,500

Application: [Click here to access the LSI application](#)

Contact: Valerie Davio (603) 646-2839

The Leading Innovation: From Idea to Impact Program

Leading Innovation: From Idea to Impact Program is the essential program for learning to navigate the innovation execution process from beginning to end. In five intensive days, the program provides the necessary practical frameworks to successfully execute on breakthrough ideas so your company can stay ahead by creating, growing, and profiting from new business models. Participants in *Leading Innovation* will learn how to address these challenges and successfully execute an innovation initiative. [Additional information may be found here at the Dartmouth College's website.](#)

Dates: November 2-7, 2014

Location: Tuck School of Business on the Dartmouth College campus in Hanover, New Hampshire

Cost: \$11,500 (includes tuition, all program materials, most meals and accommodations on campus).

Application: [Click here to access the Leading Innovation application](#)

Contact: Valerie Davio (603) 646-2839

The Tuck Executive Program (TEP)

The Tuck Executive Program (TEP) is Tuck's premier leadership program. TEP immerses senior executives in a broad, strategic general management experience with an unparalleled emphasis on personal leadership transformation. TEP provides you an opportunity to learn with a select group of peers who come from a broad range of functional backgrounds and represent a richly diverse mix of top global organizations, industries, and countries. TEP is the shortest of the elite advanced management programs, as noted in a *Wall Street Journal* [survey of advanced management programs](#) at select business schools. Lasting just three weeks, TEP's tightly integrated design helps address the pressures of being away from office and home. [Additional information may be found here at the Dartmouth College's website.](#)

Dates: July 12-August 1, 2014

Location: Tuck School of Business on the Dartmouth College campus in Hanover, New Hampshire

Cost: \$35,000 (includes tuition, all program materials, leadership assessments, most meals and accommodations on the Dartmouth College campus).

Application: [Click here to access the TEP application](#)

Contact: Valerie Davio (603) 646-2839

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Delaware State University

Introduction to Women's and Gender Studies (WMG201)

This course offers an introduction to Women's and Gender Studies, an interdisciplinary academic field that asks critical questions about the meaning of gender in society. The primary goal of this course is to familiarize students with key issues, questions and debates in Women's and Gender Studies scholarship, both historical and contemporary. [Additional information may be found here at the Delaware State University's website.](#)

Dates: Fall/Spring

Location: DE

Cost: \$272

Contact Information: 1-302-857-6060

Dillard University

Leadership Ethical Decision-Making (BM 401)

A critical review of the current literature pertaining to ethical considerations in the operation of businesses and multi-national corporations, placing personal responsibility on the individual decision-maker. [Additional information may be found here at the Dillard University's website.](#)

Dates: Summer

Location: LA

Cost: \$498

Contact Information: 504-816-4662

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Duke University

Advanced Management Program

Duke's Advanced Management Program (AMP) develops global business executives who can lead collaboratively and innovatively in today's rapidly changing environment. The program is designed for: Upper and mid-level executives with at least 15 years of experience who have the recognized potential to move into a more senior executive position or role with global responsibility and senior executives holding responsibility for corporate or divisional strategy and implementation. [Additional information may be found here at the Duke University's website.](#)

Dates: Session I: March 30-April 11, 2014 or September 7-19, 2014
Session II: June 8-20, 2014 or October 26-November 7, 2014

Location: Duke University, Durham, NC

Cost: \$43,000 (Includes tuition instructional materials, accommodations, meals, and supplemental activities. Airfare and transportation to and from the airport are not included.)

Contact: Email execed-info@fuqua.duke.edu Phone: 1 800.372.3932 or 1 919.660.8011

Duke Leadership Program

Since every leader has an individual style, the goal of the program is to help you systematize your intuitive leadership skills in an intense and supportive environment, learning to capitalize on your strengths while overcoming leadership challenges. This program is ideal for anyone with current or anticipated leadership responsibilities, ranging from high-level executives and managers to people expecting to take on leadership roles and to those not in management but expected to lead and influence others in the course of their work. The program teaches six dimensions of leadership and uses a personalized method for helping you develop your competencies in each of the six areas. Central to the course is a 360-degree assessment to be completed in advance of the program by your colleagues. Each assessment is interpreted by a professional coach who will work individually with you to analyze the results and apply leadership principles to the feedback. [Additional information may be found here at the Duke University's website.](#)

Dates: October 12-17, 2014 & December 7-12, 2014

Location: Duke University, Durham, NC

Costs: \$9,000 (Includes tuition instructional materials, accommodations, meals and supplemental activities. Airfare and transportation to and from the airport are not included.)

Contact: Email execed-info@fuqua.duke.edu Phone: 1 800.372.3932 or 1 919.660.8011

Managing the Unexpected

Blending academic research, practical insights and improvisation techniques, this program gives you the tools to react and adapt in the moment. Contrary to what you may think, this isn't a class for comedians – it's for managers who want to overcome inhibitions and learn ways to communicate better, solve problems, and make decisions in their organizations. It teaches managers how to promote creativity and innovation in your organization, improve group dynamics, communication and presentation skills, manage crisis and conflict more effectively, make faster and better group decisions, promote organizational learning, embrace change and learn to take risks. [Additional information may be found here at the Duke University's website.](#)

Dates: March 23-26, 2014 & November 9-12, 2014

Location: Duke University, Durham, NC

Cost: \$4,800 (Includes tuition, instructional materials, accommodations, all meals and supplemental activities. Airfare and transportation to and from the airport are not included)

Contact: Email execed-info@fuqua.duke.edu Phone: 1 800.372.3932 or 1 919.660.8011

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Eastern New Mexico University

Strategic Management (BUS 553)

A top management view leading to formulation of general policies for the organization; objectives, plans for achievement, organizing administrative personnel to meet objectives, plans and action patterns. [Additional information may be found here at the Eastern New Mexico University's website.](#)

Dates: July 7/Summer

Location: NM

Cost: \$838.50

Contact Information: 575.562.1011

Leadership Seminar

Seminar course addressing current trends and news related to management practices and employee/employer relations. [Additional information may be found here at the Eastern New Mexico University's website.](#)

Dates: TBD

Location: NM

Cost: \$68/per Semester hour

Contact Information: (575) 624-7000

El Camino College

Business Managemenet

This course is a study of a basic business management concepts and theories in a global, competitive environment. Emphasis is on an operational analysis of the manager's role in multinational business organizations. Also emphasized are the principles of Total Quality Management and the traditional management functions of planning, organizing, staffing, leading, and controlling. [Additional information may be found here at the El Camino College's website.](#)

Dates: Summer/Fall

Location: CA

Cost: \$138.00

Contact Information: ireyes@elcamino.edu

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Elizabeth City State University

Principles of Management (MNGT 221)

Study of management Principles that apply to all types of business, government and nonprofit organizations with special emphasis on planning, organizing, leading, controlling and working in teams.

[Additional information may be found here at the Elizabeth City State University's website.](#)

Dates: Summer/Fall

Location: NC/online

Cost: \$1,587

Contact Information: 252-335-3400

Emory University

Managerial Leadership Program

This program focuses on raising the individual leadership capacity of participants, honing their abilities to affect organizational growth and transformation. Through a rigorous mix of leadership topics, individual assessments, experiential learning activities, and executive coaching, participants emerge from the five day course with the tools needed to transform themselves into effective organizational leaders.

[Additional information may be found here at the Emory University's website.](#)

Dates: July 14-17, 2014

Location: Atlanta, GA

Cost: \$5,995

Contact: Phone: 404.727.2200 Email: ExecutiveEducation@emory.edu

Fayetteville State University

Total Quality Management (MGMT 665)

Success in modern business depends on success in quality management. This course will provide the framework and methods for potential business managers and entrepreneurs to approach quality as a strategic and competitive variable. Methods to be covered include statistical process control, tolerance and robust design. Course content draws heavily on the teachings of Drs. W. Edwards Deming, Genichi, and Taguchi. [Additional information may be found here at the Fayetteville State University's website.](#)

Dates: Spring/Fall

Location: NC

Cost: \$399

Contact Information: 910.672.1371

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Florida A&M University

Principles of Management (MAN 3025)

This course focuses on the five primary conceptual areas of management: Planning, Leading, Organizing, Communicating, and Controlling. Special attention is devoted to structural variables (elements) and their implication for organization, communication, power, and decision-making among other important relations. Five to six analytical models are introduced to explore the student's conceptual understanding and perception of relevant social situations through the use of extensive supplementary readings. [Additional information may be found here at the Florida A&M University's website.](#)

Dates: Spring

Location: FL

Cost: \$ 306

Contact Information: 850-599-3000

Gallaudet University

Deaf Women's Leadership Seminar

The Deaf Women's Leadership Seminar provides deaf women with an invigorating environment for self-awareness, exploration, actualization, and leadership development. The seminar also strives to improve the quality of the participants' lives through community engagement, service, and development. Training modules are offered by nationally recognized deaf female leaders who engage the participants in learning how to effectively advocate for their causes and to develop the skills necessary to achieve results. Topics include mentorship, leadership styles, communication, conflict resolution, community development, networking, fundraising and more! This seminar is offered as a one-week face-to-face seminar for three credits focusing on a broad range of topics. It is also offered as a weekend workshop for one credit focusing on selected topics. [Additional information may be found here at the Gallaudet University's website.](#)

Dates: 7/14/14-7/18/14

Location: DC

Cost: \$744; financial assistance is available for tuition, room and board

Contact Information: summer@gallaudet.edu

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Ethics in Management

A classical seminar offered every other spring semester during even-numbered years by a team of three to four instructors. The nine-evening, once-a-week seminar covers the gamut of ethical concerns dealt with by line and staff administrators. Instead of traditional papers and examinations, the seminar requires class participation. [Additional information may be found here at the Gallaudet University's website.](#)

Dates: TBD

Location: DC

Cost: \$671 per credit

Contact Information: (202) 651-5647

graduate.school@gallaudet.edu

wednesday.luria@gallaudet.edu

Strategic Leadership and Management

This course will provide students with an introduction to strategic leadership, strategic analysis, strategic planning, organizational structure and culture, performance based management, and organizational development and change. The focus is on developing innovative and ethical change aspects capable of utilizing internal and external environmental data to lead organizational transformation in complex organizations. [Additional information may be found here at the Gallaudet University's website.](#)

Dates: TBD

Location: DC

Cost: \$671 per credit

Contact Information: graduate.school@gallaudet.edu

wednesday.luria@gallaudet.edu

Georgetown University

Leading Change in Government

This program arms participants with the specific skills needed to develop a comprehensive change strategy and the confidence to apply it in complex organizations. You will gain a theoretical perspective and pragmatic implementation techniques, as well as learn from executives who apply these methods daily. The program is designed specifically for government executives (approximately grade GS-14 or equivalent) who are leading organizational change initiatives. Participants will be introduced to the latest research, theories, and frameworks, with a focus on practical application. The curriculum is delivered over a three-day period and ensures that participants are out of the office for a concentrated period and return with new knowledge and skills to apply immediately. [Additional information may be found here at the Georgetown University's website.](#)

Dates: May 13-15, 2014
Location: Georgetown University campus, Washington, DC
Cost: \$3,825
Contact: (202) 687-4065

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George Washington University

Senior Leader Program

The program meets the Office of Personnel Management's (OPM) 80-hour, interagency training requirement in the Executive Core Qualifications, focusing specifically on higher-level competencies such as external awareness, strategic thinking, political savvy and accountability. Since its 1982 inception, thousands of managers and executives from more than 80 government agencies have attended the SLP. [Additional information may be found here at the George Washington University's website.](#)

Date: March 6 – April 4, 2014
Location: Airlie Conference Center, Warrenton, VA
Cost: \$6,750
Contact: (202) 994-5390

Georgia Gwinnett College

Leading Organization Change: LEAD3100

This course investigates processes of planned organizational change with emphasis on organizational change theory, organizational diagnosis, change intervention strategies, overcoming resistance to change and the role of power and influence. [Additional information may be found here at the Georgia Gwinnett College's website.](#)

Dates: As offered
Location: GA
Cost: (GA residents) \$115.40 per credit (non-GA residents) \$430.67 per credit
Contact Information: Office of the Registrar: 678-407-5700

Georgia State University

Certificate Program in Project Management

Certified project managers are in high demand across many endeavors and disciplines including health care, information technology, manufacturing, and the professional services sector. Organizations value project managers that integrate best practices of project management with enterprise wide initiatives in areas such as innovation, continuous improvement, new product introduction, and transformational change. [Additional information may be found here at the Georgia State University's website.](#)

Dates: March 11-14, 2014
Location: Atlanta, Georgia

Cost: \$3,450 per person for non-profits
Contact: Phone: (404) 413-4707 *Email:* dstotz@gsu.edu

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Certified Professional Innovator (CPI) Program

This program is designed for individuals who want to master the knowledge, skills, and courage to lead innovation-focused strategies, projects, and people. Upon program completion, you will be able to play a key role in helping your organization build its internal capacity for generating new ideas, advancing collaboration on mission-critical projects, and accelerating profitable growth. [Additional information may be found here at the Georgia State University's website.](#)

Dates: April 15-17, 2014
Location: Atlanta, Georgia
Cost: \$9,500 per person for non-profits
Contact: (404) 413-4707 or dstotz@gsu.edu

Leadership Development Program

This certificate program is designed to help good leaders become great, and help great leaders learn new ways to bring out the brilliance in others. This four-day certificate program is taught by world-class professors and world-tested executives who are experts in adaptive leadership, change management, leadership communications, and business strategy. [Additional information may be found here at the Georgia State University's website.](#)

Dates: October 27-30, 2014
Location: Atlanta, Georgia
Cost: \$3,950 per person for non-profits
Contact: Phone: (404) 413-4707 *Email:* dstotz@gsu.edu

Values-Based Leadership Program

Offered through a unique partnership between The Basic School and Georgia State University's Robinson College of Business, this one-of-a-kind leadership development program is your opportunity to learn the time-tested principles of Marine Corps leadership and how they apply to business. Conducted on-site in Quantico, Virginia and led by Marine Corps Officers and Robinson faculty, Values-Based Leadership will challenge, educate and inspire you, changing forever the way you lead others. [Additional information may be found here at the Georgia State University's website.](#)

Dates: TBD
Location: Playas, New Mexico
Costs: \$8,900 per person or \$7,900 for non-profits, companies sending two or more, and military members.
Contact Information: (404) 413-4707 or dstotz@gsu.edu

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Hampton University

Building Teams That Work

In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. [Additional information may be found here at the Hampton University's website.](#)

Dates: Fall 2014

Location: VA

Cost: \$ 99

Contact Information: 1-757-727-5331

Harvard University

Leaders in Development: Managing Change in a Dynamic World

During times of great change, leadership is critically important. This is particularly true today in developing and newly-industrialized countries where the pace of political and economic change is accelerating rapidly. Today's leaders face an increasingly complex tapestry of economic, political, and social challenges. This program is designed for leaders in public affairs whose responsibilities place them at the center of these issues. Participants will sharpen problem solving, analytic, and strategic action skills to help them plan, introduce, and sustain major policy and institutional reform, consider new ways to strengthen representative politics and open markets, and manage the challenges of globalization, share experiences with their counterparts in other countries in a collective search for effective responses to change. [Additional information may be found here at the Harvard University's website.](#)

Date: June 2-13, 2014

Location: Harvard Kennedy School-Executive Program (Cambridge, MA)

Cost: \$10,250

Application Deadline: April 2, 2014

Contact: (617) 496-0484

Leadership, Organizing and Action: Leading Change

This online program focuses on how to organize communities to mobilize their resources to create the power they need to make change. Effective organizing requires learning to identify, recruit, and develop leadership, build community around that leadership, and build power from the resources of that community. [Additional information may be found here at the Harvard University's website.](#)

Date: TBD

Location: Online

Cost: \$1,750

Application Deadline: April 2, 2014

Contact: (617) 496-0484

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Women and Power: Leadership in a New World

Focused on assisting women in senior positions develop effective leadership strategies including creating successful alliances and enduring partnerships, this program provides an interactive experience designed to help women advance to positions of influence and use them well. Program participants engage with Harvard faculty and other dynamic women leaders to explore strategies for enhancing influence and authority in organizational and political contexts. Using the Harvard case study method, the course examines leadership challenges and facilitates sharing lessons from personal experiences to address common individual or organizational challenges. [Additional information may be found here at the Harvard University's website.](#)

Date: May 4 – 9, 2014

Location: Harvard Kennedy School-Executive Program (Cambridge, MA)

Cost: \$6,900 (includes tuition, housing, curricular materials, and most meals)

Application Deadline: March 4, 2014

Contact: (617) 496-0484

Strategic Management of Regulatory and Enforcement Agencies

This course examines the distinctive strategic and managerial challenges that surround government agencies' regulatory and enforcement functions, focusing on issues of social regulation (the control of risks to society) rather than economic regulation (the control of markets), and explores the operations and management of agencies rather than the reform of law including current reforms (such as customer service orientation and process improvement). It will also focus on the distinctive character of the risk-control task, and pressures for regulators to prove their worth and effectiveness. [Additional information may be found here at the Harvard University's website.](#)

Dates: TBD

Location: Harvard Kennedy School-Executive Program (Cambridge, MA)

Cost: \$6,900 (includes tuition, housing, curricular materials, and most meals)

Contact: (617) 496-0484

Hollins University

Organizational Behavior (BUS252)

This course examines the dynamics of individuals and groups in organizations and how organizations impact behavior and performance. Topics include attitudes and social perception, teamwork, communication, leadership, organization structure, and design. [Additional information may be found here at the Hollins University's website.](#)

Dates: TBD

Location: VA

Cost: \$3156

Contact Information: (800) 456-9595

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Illinois Institute of Technology

Business Innovation

This course is designed to teach innovative thinking through theory, methods, and practice of innovation. The course incorporates Einstein's thinking, and Edison's method to establish the innovation process that can be applied in current business environment. Current economic conditions and global sourcing requires that innovation becomes a leading tool for developing a competitive edge. Innovation has been considered a competency of educated, design engineering, and a selected few employees that has become insufficient today. Corporations and organizations need innovation to develop customer-specific solutions in almost real time. Any manager who wants to be able to evaluate the business model of his or her enterprise division, or expert who wants to use the technical knowledge he or she has developed in years of study and business practice should attend. The course is designed to help the business manager stop working for other people and start declaring economic independence. [Additional information may be found here at the Illinois Insititue of Technology's website.](#)

Dates: TBD

Location: IIT Main Campus, Chicago and ONLINE

Cost: \$2,450

Contact: (312) 567-5280

Ken Blanchard Companies (Private Industry Provider)

Leading People Through Change[®]

Our research and real-world experience show that people go through predictable stages of concern during change. In addition, most change efforts are unsuccessful for predictable reasons. This predictability allows leaders to be proactive and minimize the risks associated with change. Leading People Through Change teaches leaders how to identify and address the typical concerns that employees raise during a change, and how to use the appropriate change strategy and corresponding behaviors to resolve those concerns. The change strategies presented help leaders proactively address the most common causes of failure in change efforts. The model presented in this program can be applied to all types of change efforts, including mergers and acquisitions, business process reengineering, sales force expansion, and technology implementations. [Additional information may be found here at the Ken Blanchard Companies' website.](#)

Dates: April 14-18, 2014

Location: San Diego

Cost: \$1,695

Contact: (800) 728-6000 christine.simmons@kenblanchard.com

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Louisiana State University

Executive Development Program

Our Executive Development Program is designed for senior-level professionals who typically have five or more years of work experience and who lead one or more functional areas within the organization. This 10-day program infuses cutting-edge learning techniques and business topics to prepare professionals for the top levels of leadership within their companies. [Additional information may be found here at the Louisiana State University's website.](#)

Dates: September 15-17, 24-26, and November 10-13, 2014

Location: Louisiana State University, Baton Rouge, LA

Cost: \$6,895 w/ accommodations for non-profit or government, \$5,695 w/o accommodations

Contact: Phone: 225-578-5516 Email: exed@lsu.edu

Rising Stars Program

This three-day highly interactive program is designed to groom high potential employees for professional growth, foster leadership succession plans, inspire employees, educate individuals on how to be a leader in situations where they may lack formal authority or title, and provide educational and development opportunities that could lower employee attrition or turnover. [Additional information may be found here at the Louisiana State University's website.](#)

Dates: March 25-27, 2014; June 10-12, 2014; & October 7-9, 2014

Location: Louisiana State University, Baton Rouge, LA

Cost: \$1,645 Standard Fee, \$1,595 Non-profit Fee

Contact: (225) 578-9132

Loyola University Chicago

High-Impact Leadership: Maximizing your Leadership Potential

This program combines the best practices and latest research into the art and science of leadership, decision-making, problem solving and organizational effectiveness. The 10-week program focuses on three key areas: understanding oneself, the psychology of leadership, and leading others. [Additional information may be found here at the Loyola University Chicago's website.](#)

Courses: For course descriptions, [click here](#).

Dates: May 19-21, 2014

Location: Loyola University Chicago, Water Tower Campus (Chicago, IL)

Cost: \$3,350

Apply: To apply online, [click here](#).

Contact: (312) 915-6761

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Mini-MBA Certificate Program

The Loyola mini-MBAsm is a comprehensive management development program that provides cutting-edge business skills, coaching and leadership training to help propel your organization and your career forward. During this 10-week program, expert faculty exposes participants to the key management levers that drive organizational success. [Additional information may be found here at the Loyola University Chicago's website.](#)

Courses: For course descriptions, [click here.](#)

Dates: March 24-June 2, 2014

Location: Loyola University Chicago, Water Tower Campus (Chicago, IL)

Cost: \$3,350

Apply: To apply online, [click here.](#)

Contact: (312) 915-6761

<http://www.energy.gov/dvu/downloads/leadership-development-readings>

Mary Baldwin College

Organizational Behavior and Interpersonal Communication (BUAD202)

Focuses on critical aspects of organizational behavior and interpersonal communication. Covers topics such as systems theory; organizational culture and learning; and individual, team, and group dynamics, as well as other vital areas such as conflict resolution and negotiation. Understanding of the centrality of communication in person-to-person relationships, and recognition and acceptance of diversity are critical elements on a micro and macro level. Organizational leadership and change management are explored as elements of healthy and sustainable organizational cultures. [Additional information may be found here at the Mary Baldwin College's website.](#)

Dates: Fall - Sept 7, 2014

Location: VA

Cost: \$1,395.00

Contact Information: Steve Grande, Leadership Coordinator
800-468-2262

The Female Executive: Strategies in the Workplace (BUAD250)

Examines the impact of women in key leadership roles, presenting how women establish and maintain effectiveness as managers and leaders. Provides a historical perspective on women's culture and their changing roles. Topics include gender communication, leadership style development, networking and mentoring, sexual harassment, perceived and real barriers to women's job mobility, and professional development planning. [Additional information may be found here at the Mary Baldwin College's website.](#)

Dates: Fall - Sept 7, 2014

Location: VA

Cost: \$1,395.00

Contact Information: Steve Grande, Leadership Coordinator
800-468-2262

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Meredith College

Business and Professional Communication (COM350)

The nature of communication theory and practice in business and professional settings. Development of individual, dyadic, group, and organizational communication proficiencies. Supervisory/subordinate and peer communication, active listening, group communication, and presentational speaking. [Additional information may be found here at the Meredith College's website.](#)

Dates: Fall/ Spring 2014

Location: NC

Cost: \$2,235.00

Contact Information: (919) 760-8600

Metropolitan College of New York

Project Management

This is an advanced course in project management and leadership on strategic change. The course emphasizes on the use of project management software and sound management principles in cost control, resource and staffing planning, project financial, and schedule management. Topics include organizational strategy; portfolio management; scope management; risk management; cost estimation and budgeting; project scheduling. [Additional information may be found here at the Metropolitan College of New York's website.](#)

Dates: TBD

Location: NY

Cost: \$836/credit

Contact Information: Dr. Tilokie Depoo. Dean & Professor- School for Business

212.343.1234, ext. 2204

tdepoo@mcny.edu

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Miami Dade College

Managing in the Modern Organization

This course considers the fundamentals of management and how managers can be effective in organizational settings. Based on D. Quinn Mills' book, Principles of Management, a text used at Harvard Business School, this course addresses managing in the modern organization. After completing this course, you should be able to: 1. Define the role of management and managers in an organization 2. Distinguish between management, leadership, and administration in theory and in practice 3. Explain the three general management styles (authoritarian, participative, and empowerment) and their respective uses 4. Identify your views on hierarchy and management 5. Understand the roles of individual contributors and managers and how they differ 6. Identify your own approach toward managing (including personal effectiveness and enjoyment) [Additional information may be found here at the Miami Dade College's website](#) .

Dates: Rolling, online

Location: online

Cost: \$79

Contact Information: 305-237-8888

Michigan State University

Executive Leadership for Women: Strategies to Enhance Success

This program provides critical information and leadership insights designed to help high-potential women improve performance and productivity within their unique business environments. Based on both proven research and the personal experiences of senior executives, the program develops individualized action plans and engages organizational superiors to help support implementation. This program will also create a unique network of colleagues with similar experiences to help support future growth and development. [Additional information may be found here at the Michigan State University's website.](#)

Dates: October 14-15, 2014 or November 11-12, 2014

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$2,995.00 – full tuition (includes materials, assessments, meals and graduation plaque)

Contact: Kristin St. Marie; *Email* stmarie@bus.msu.edu *Phone* 517.353.9711 x71005 or 800.356.5705

Adaptive Leadership: Enhancing Individual and Team Performance

No one leader can fulfill all roles of a leader but it is the leader's responsibility to recognize his or her strengths and weaknesses in performing all the roles. Moreover, if there are roles that the leader cannot fulfill, it is his or her responsibility to either (a) personally adapt and develop the ability to perform the role or (b) make sure that the role is covered by some other member of the team. The skills learned in this seminar will help the attendee expand his or her leadership style beyond his or her current niche, providing long-term career survival and advancement. [Additional information may be found here at the Michigan State University's website.](#)

Dates: April 29-30, 2014

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$1,995.00 – full tuition (materials, meals, assessments /certificate) \$1,695.00 – early bird registration

Contact: Kristin St. Marie stmarie@bus.msu.edu 517.353.9711 x71005 or 800.356.5705

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Broad Executive Program: Strategies for High-Impact Leadership

The Broad Executive Program is an intense five-day experience providing strategic thinking to develop cross-functional knowledge with the latest practices and strategies for high-impact leadership. This program delivers an action-learning and integrative approach with a focus on maximizing shareholder value for the organization. The collaboration with other high-caliber participants via classroom exercises, activities and a team-based project offers outstanding value and the opportunity for life-long peer relationships across a broad spectrum of industries and organizations. The Broad Executive Program provides an immersion development training experience that will fulfill the leadership development needs of today's rising stars. [Additional information may be found here at the Michigan State University's website.](#)

Dates: October 6-10, 2014

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$5,900.00 – full tuition (materials, meals, assessments & certificate) \$5,400.00- early bird registration

Contact: Kristin St. Marie; *Email* stmarie@bus.msu.edu; *Phone* 517.353.9711 x71005 or 800.356.5705

Miles College

Management & Supervision (MG340)

This course is the analysis of management functions and supervisory principles with business organization and practices. [Additional information may be found here at the Miles College's website.](#)

Dates: Ongoing per semester

Location: AL

Cost: \$1344

Contact Information: 1-205-293-2771

Organizational Communications (MG350)

This course is an interdisciplinary approach to the study of communication within an organization setting. [Additional information may be found here at the Miles College's website.](#)

Dates: ongoing per semester

Location: AL

Cost: \$1344

Contact Information: 1-205-293-2771

Principles of Management (MG381)

This course includes management concepts, approaches to managing, fundamentals of planning, organizing, influencing and communication, leadership, fundamentals of production management and control, and social responsibility. Prerequisite: EC 202. [Additional information may be found here at the Miles College's website.](#)

Dates: Ongoing per semester

Location: AL

Cost: \$1344

Contact Information: 1-205-293-2771

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Strategic Management (MG402)

A course about the formulation and implementation of strategies aimed at improving organizational effectiveness, the role of the line manager as strategist, and a view of the organization as an open, socio-technical system, including social responsibility and business ethics. Prerequisite: FI 361. [Additional information may be found here at the Miles College's website.](#)

Dates: ongoing per semester

Location: AL

Mission College

Human Relations Applied in Business

This course covers patterns of behavior, motivation, perception, value clarification, coping with change, and leadership styles in business organizations. It also examines personal and interpersonal attitudes, strengthens communication skills, and fosters awareness of cultural pluralism. Case studies and group discussion will assist students in dealing with human relations problems with emphasis on interactions in the business organization environment. Credit/No Credit Option [Additional information may be found here at the Mission College's website.](#)

Dates: Tuesdays and Thursdays, 9:20-10:45am

Location: CA

Cost: \$1,088

Contact Information: 408-988-2200

MIT Open Courseware

Introduction to Lean Six Sigma Methods

This course introduces the fundamental Lean Six Sigma principles that underlay modern continuous improvement approaches for industry, government and other organizations. Lean emerged from the Japanese automotive industry, particularly Toyota, and is focused on the creation of value through the relentless elimination of waste. Six Sigma is a quality system developed at Motorola which focuses on elimination of variation from all processes. The basic principles have been applied to a wide range of organizations and sectors to improve quality, productivity, customer satisfaction, employee satisfaction, time-to-market and financial performance. This course is offered during the Independent Activities Period, which is a special 4-week term at MIT that runs from the first week of January until the end of the month. [Additional information may be found here at the MIT Open Courseware's website.](#)

Dates: Self-paced

Location: Online

Cost: Free

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MIT Sloan School of Management

Implementing Improvement Strategies: Practical Tools and Methods

This program translates Toyota-style tools and methods to western cultures and language, and to industries of all kinds. It provides leaders with a framework for understanding what drives improvement and how such methods can be applied and integrated with major business targets and work streams allowing improvement to be accomplished in a rapid and natural way. Learn how to identify the true value-added elements of work, understand existing good practices, and build on those successes in a principled way. Inspired by extensive research on several leading companies, this program highlights the principles and practices that have enabled such companies to consistently and significantly outperform their competitors year after year. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Apr 1-2, 2014 | Jul 10-11, 2014 | Nov 20-21, 2014

Certificate Track: [Technology, Operations, and Value Chain Management](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Program Days (for certificate credit): 2

Contact: sloanexeced@mit.edu

Transforming Your Leadership Strategy

This program is built around MIT's unique Distributed Leadership Model—a powerful, innovative approach to executive leadership that lies at the core of leadership development at MIT, and the result of an intensive, four-year research project at the MIT Leadership Center to identify more effective strategies for leading in a networked economy. Tested in diverse, real-world settings, the model allow managers to succeed as leaders by being flexible and adaptive in new and unexpected ways. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Apr 08-09, 2014 | Jun 17-18, 2014 | Nov 18-19, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Program Days (for certificate credit): 2

Contact: sloanexeced@mit.edu

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Creating High Velocity Organizations

Using several teaching techniques (presentations, case discussions, video dramatizations, and an in-class simulation), this program emphasizes a participatory style to maximize the opportunities for “learning by doing”. The program organizes materials into thematic modules relating to the principles of building the discovery capability in an organization—smart work design, creative problem solving, continuous knowledge sharing, and developing of discovery skills among employees. Each module first demonstrates the positive impact of successful application of the key principles, and then provides examples of negative results when those principles were not applied. Each session includes facilitated small-group exercises, where participants actively apply the ideas and examples to their own specific, real-life situations.

[Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: March 13-14, 2014 Jul 17-18, 2014 | Oct 30-31, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

Leading Change in Complex Organizations

The 21st century organization is complex, difficult to understand, and to manage. A volatile mix of dynamics is triggering changes in the workplace. As the complexity increases, effective managers must have a strong knowledge of the people in the organization and the tasks they perform. And they must have the skills to use that knowledge in practical and flexible ways. This program will present innovative perspectives on managerial problems and offers practical ways to solve them. The issues examined apply across organizations, national boundaries, and technical domains. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: May 18-23, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Cost: \$8,800 (excluding accommodations)

Contact: sloanexeced@mit.edu

Building, Leading, and Sustaining the Innovative Organization

This program is designed to help spark the breakthrough ideas business leaders need to create successful competitive products for the future. Drawing on the latest MIT Sloan research, the program will offer a set of strategies for growing companies in the face of changing markets, technologies, and consumer demand. Specifically, participants will be presented with tactics for dealing with the internal politics and resistance to change that can threaten innovation initiatives and early-stage developments, techniques for building innovation streams, processes for collecting competitive intelligence, forecasting technology change, and gathering information on user needs, methods for identifying better innovations more quickly, including the lead-user method for discovering breakthrough products, services, and strategies; and innovation toolkits that enable managers to design their own mass-customized products and services. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: March 13-14, 2014 | Jun 12-13, 2014 | Oct 23-24, 2014

Certificate Track: [Strategy and Innovation](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

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Developing a Leading Edge Operations Strategy

In this program, senior managers will learn new approaches to operations strategy that were developed at MIT and based on best-practice research conducted among the world's leading service and manufacturing companies. Participants will gain an analytic view of operations and strategic insights into vertical integration and the factors that affect strategic decisions, process design and process engineering, integration of people systems with technical systems, global facility network strategies and the future of supply chain management, strategic implications of process technologies, capacity and risk management, including capacity factors, supply and demand management, and outsourcing, supplier power, and trends in supplier management. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Apr 08-09, 2014 | Jun 17-18, 2014 | Nov 04-05, 2014

Certificate Track: [Technology, Operation, and Value Chain Management](#)

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

Energy Innovation: MIT's Approach to Discovering and Realizing Energy Opportunities

Energy is the challenge as well as the opportunity of our generation. This innovative new four-day program is designed to enable business executives, entrepreneurs and government officials to more effectively encourage, lead and manage the entire venture creation process for energy—be they stand alone new ventures or pioneering undertakings inside of larger organizations. The process includes identifying opportunities, generating new ideas, designing a holistic solution, and building a viable, significant, and sustainable new energy-oriented business. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: TBD

Location: Cambridge, Massachusetts

Cost: \$7,900

Contact: sloanexeced@mit.edu

Essential Law for Executives: The MIT Advantage

The U.S. legal system and legal style are in many ways business friendly. The law can help you protect intellectual property and design an effective IP strategy, develop sound plans for new products and marketing technologies, build and retain a successful management team, and shape complicated transactions such as M&A and tailored financial products. But it is also hard-edged, complex, contentious, and poses many risks—such as disputes that cloud IP, consumer class-action litigation which can discredit a brand and impose massive damages, lawsuits by terminated or aggrieved employees, structured financial products that carry hidden risks, and heavy-handed government investigations and sanctions. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Mar 18-19, 2014 | Nov 20-21, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

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Revitalizing Your Digital Business Model

As the world continues to digitize and grow in complexity, virtually every enterprise will need to have a great digital business model, one that creates value by engaging customers digitally. The digital marketplace is redefining customer relationships, the way employees work, and how companies build and exploit internal and external capabilities. This new program is designed to guide senior executives as they attempt to meet the complex challenges of competing in the digital marketplace. Based on extensive MIT research, it provides insights into how firms can achieve competitive advantage by providing unique digital content, an exceptional customer experience, and superior digitized platforms. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Jul 15-16, 2014 | Oct 16-17, 2014

Certificate Track: [Strategy and Innovation](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

Strategy in a Global World

This program is based on a new view of the world and how business at all levels must work in the context of a globalized world. The global world is no longer simply a source of new markets or cost factor savings; it is a source of innovation. To survive and prosper today, companies must expand their focus beyond the traditional views of the world to truly developing a wider vision that encompasses all aspects of being a global organization capable of developing and delivering a proposition that takes advantage of global integration to create value *from* and *for* the world. [Additional information may be found here at the MIT Sloan School of Management's website.](#)

Dates: Mar 20-21, 2014 | Oct 30-31, 2014

Certificate Track: [Strategy and Innovation](#)

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact: sloanexeced@mit.edu

Montgomery College

Project Management Professional (PMP®) Certification Prep

Prepare for the internationally recognized Project Management Professional (PMP)® certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® Certification exam. Prerequisites: Successful Project Management and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only. [Additional information may be found here at the Montgomery College's website.](#)

Dates: TBD

Location: MD

Cost: \$999.00 + \$500.00 Fee = \$1499.00; Non-Md Residents: Add \$650.00

Contact Information: 240-567-5188

[Table of Contents](#)**National University****Leading Change and Adaptation**

Course topics will focus on the dynamics of change, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organizational transformations. Resistance and acceptance of change initiatives, including the impact of organizational culture will be examined. [Additional information may be found here at the National University's website.](#)

Dates: Spring

Location: CA

Cost: \$336

Contact Information: 800-628-8648

New York University**Disruptive Leadership: Fostering a Culture of Game-Changing Innovation**

This program is intended for organizations and institutions, executives and entrepreneurs who wish to rethink the habits that have made them successful in the past, and challenge the conventional wisdom and industry models that have defined their business. To achieve these objectives, the program combines presentations and discussion with practical exercises where participants apply disruptive leadership principles to business issues and scenarios. [Additional information may be found here at the New York University's website.](#)

Dates: June 16-17, 2014

Cost: \$2,800

Contact: (212) 998-0789

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Norfolk State University

Strategic Management (MGT 478)

Study of formulating and implementing business and corporate strategic plans and evaluating management strategic performance in complex business environments including the corporate mission and objectives, industry analysis, competitive analysis, environmental analysis, business, corporate, and international strategy. [Additional information may be found here at the Norfolk State University's web-site.](#)

Dates: May 31st for Fall

Location: VA

Cost: \$2142

Contact Information: 757-823-8670

North Hennepin Community College

Beyond Critical Thinking: How to Know You're Using the Best Decision-Making Model

The ability to make a decision and put it into action is imperative in the world of business. A structured process for making those decisions - a decision-making model - can help in the process, clearing away some of the chaos and uncertainty. Find out how to decide which model will yield your best results in any situation. [Additional information may be found here at the North Hennepin Community College's web-site.](#)

Dates: 4/28 (Additonal classes TBD)

Location: MN

Cost: \$139

Contact Information: 763-424-0880, cect@nhcc.edu

Change: From Enduring it to Embracing it

Change management entails thoughtful planning and sensitive implementation, as well as the involvement of, the people affected by the changes. This is a structured approach to training and transitioning individuals, teams, and organizations the competencies needed to accept, adapt, and lead during times of change. This course is aimed at empowering participants with the abilities to embrace changes in their current business environment. This course also focuses on training participants to understand and manage change in an effective manner. This course has been approved by Project Management Institute for 5.5 PDU's [Additional information may be found here at the North Hennepin Community College's website.](#)

Dates: 4/7/2009

Location: MN

Cost: \$278

Contact Information: 763-424-0880, cect@nhcc.edu

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Northwestern University

Creating and Leading a Culture of Innovation

In this program, you will be challenged to take an introspective look at your own leadership style, values, and impact - and how to create an innovation mindset and culture. Many companies focus on streamlining and cost-cutting to achieve short-term earnings growth. Winning managers, though, are always seeking new ways to create value by launching new products and services, entering new markets, or rethinking established processes. [Additional information may be found here at the Northwestern University's website.](#)

Dates: March 19-21, 2014 or October 1-3, 2014

Application Deadline: 4 weeks prior to start date

Location: Evanston, IL

Cost: \$5,200

Contact: (847) 467-7000

Strategic Leadership

Change is the only constant in today's global, knowledge-based economy. In this challenging environment, nonprofit leaders must have the ability to think and act strategically in order to translate the mission into objectives and develop plans and programs that will accomplish those objectives. This program helps leaders understand and manage the opportunities and risks to their organizations by focusing on personal and organizational leadership strategies. [Additional information may be found here at the Northwestern University's website.](#)

Dates: October 20-21, 2014

Location: Evanston, IL

Cost: \$950

Contact: (847) 467-0866

Winning Strategies

This program focuses on three separate components of organizational survival and success: mission, finance and strategy. Mission and finance are linked by a coordinated set of actions that define your organization's strategy. The goal of this program is that you leave with a better sense of the actions you and your organization can take to create and sustain a competitive advantage in carrying out your mission. [Additional information may be found here at the Northwestern University's website.](#)

Dates: November 3-4, 2014

Location: Evanston, IL

Cost: \$950.00

Contact: (847) 467-0866

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Nova Southeastern University

Strategic Planning and the Balanced Scorecard

Learn how you can improve the focus of your strategic planning process by incorporating many of the key elements of the balanced scorecard methodology. In this accelerated program, participants complete a series of hands-on exercises to practice proven strategic management methods and processes.

Participants will be given a case study to read prior to beginning the program, which is a central element of breakout sessions and class discussions. This program is designed for directors, managers, business unit leaders, high performers expected to be future organizational leaders, small-business owners, medium sized-business owners, public sector leaders, and managers [Additional information may be found here at the Nova Southeastern University's website.](#)

Dates: Fall 2014

Location: FL

Cost: \$395

Contact Information: To learn more and register, visit www.nova.edu/ExecEd or call 800-672-7223, ext. 25183

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Office of Personnel Management

Leadership Assessment Program Level 1 for Team Leaders and Emerging Supervisors

Management is what makes the Federal government tick and identifying and nurturing new managers is essential to the future of good government. This course will give you new insights to create a personal learning plan for continued leadership growth. Designed for those who have one year or less of supervisory experience, you will receive personalized feedback from assessment specialists, superiors, peers and subordinates, and gain a greater understanding of how personal behaviors affect workplace interactions. [Additional information may be found here at the Office of Personnel Management's website.](#)

Apr 7-11, 2014 @ EMDC, Shepherdstown, WV \$5,600

Jun 2-6, 2014 @ EMDC, Shepherdstown, WV \$5,600

Aug 11-15, 2014 @ San Diego, CA \$5,100

Sep 8-12, 2014 @ WMDC, Aurora, CO \$5,600

Leadership Assessment Program Level 2 for Supervisors and Managers

Excellence stems from many factors, and breaking down those elements and focusing on each will help you grow and develop your career. This course will give supervisors and managers who have at least one year of current supervisory experience the critical strategies needed to improve your leadership performance and achieve organizational success. [Additional information may be found here at the Office of Personnel Management's website.](#)

Jun 9-13, 2014 @ EDMC, Shepherdstown, WV \$5350

Aug 18-22, 2014 @ Washington, DC \$4850

Sep 22-26, 2014 @ WMDC, Aurora, CO \$5350

Crisis Leadership Workshop

How do you lead when the unexpected occurs, your plans are insufficient and your core values are threatened? Through case studies, films, interactive exercises and simulated crises, you will learn to

identify a crisis, assess your own biases in high-pressure situations, manage the overwhelming amounts of information that crises generate, organize for effective decisions and create and lead an effective crisis team. You will identify your personal strengths when you are threatened and learn to manage relationships before, during and after a crisis. You will share your experiences in crisis leadership and develop an invaluable network for ongoing support. [Additional information may be found here at the Office of Personnel Management's website.](#)

Mar 25-28, 2014 @ Washington, DC \$2265
 Jun 24-27, 2014 @ Shepherdstown, WV \$2950
 Aug 26-29, 2014 @ Shepherdstown, WV \$2950

Resiliency 2.0

Continual change, shrinking resources, and uncertain landscapes are a way of life for federal leaders today. This course helps you understand how to increase your own resiliency and boosts your ability to reduce the stress of your teams. This innovative seminar will guide you through an understanding of the foundations of resiliency and specific behaviors to promote it. The seminar encourages participants to share their experiences, making for a lively, interactive classroom environment. [Additional information may be found here at the Office of Personnel Management's website.](#)

Apr 15-17, 2014 @ Chicago, IL \$1790
 Aug 19-21, 2014 @ EDMC, Shepherdstown, WV \$2175

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Executive Development Seminar: Leading Change

Designed for senior Federal and other public sector managers, this two-week program offers new awareness of various aspects of your agency. Thinking strategically, you will gain new knowledge, skills and understanding that will take you even further in your career. Through a group project, you will learn the fundamentals and finer aspects of strategic thinking, strategic planning and political research. You will also examine how policy is made and how to maximize the interests of all concerned parties. [Additional information may be found here at the Office of Personnel Management's website.](#)

Apr 21-May 1, 2014 @ EMDC, Shepherdstown, WV \$6000
 Jul 7-17, 2014 @ WMDC, Aurora, CO \$6000
 Sep 8-18, 2014 @ EMDC, Shepherdstown, WV \$6000

Pennsylvania State University

Aligning Strategy, Leadership, and Culture: Keys to Competitive Advantage

This one-week course is designed for leaders charged with creating and implementing strategy. It provides participants with the integrated management perspective to maximize the performance of their organization. Participants will learn how the forces of culture impact performance and hone leadership skills that establish a common sense of purpose that drives commitment and cooperation. [Additional information may be found here at the Pennsylvania University's website.](#)

Dates: March 23-28, 2014 or September 21-26, 2014
Cost: \$7,950
Location: University Park, PA
Contact: 1-800-311-6364 or psep@psu.edu

Enterprise Integration & Transformation: Beyond IT/Business Alignment

This unique executive education program, in affiliation with Gartner, uncovers critical enterprise principles and provides participants with a roadmap for achieving sustainable transformation through alignment. Topics include all aspects of IT and organizational integration and transformation -- from enterprise strategy, planning, and infrastructure issues to those surrounding external alliances and partnerships. The program is for CIOs, EVPs, senior strategists, senior IT management, enterprise and business architects, business and IT strategists, enterprise transformation analysts, enterprise portfolio managers, and other executives with leadership responsibility for their organization. [Additional information may be found here at the Pennsylvania University's website.](#)

Dates: November 17-21, 2014

Cost: \$4,400

Location: University Park, PA

Contact: 1-800-311-6364 or psep@psu.edu

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Philander Smith College

Business Communications (BADM 333)

This course is a practical study of the construction, form, and uses of the different types of business letters and reports used in businesses and industry. It involves communication situations common to business, report, and resume writing. Oral reporting, interviewing, nonverbal communication, and small group theory. [Additional information may be found here at the Philander Smith College's website](#)

Dates: 7/1/2014 for Fall

Location: AR

Cost: \$1425

Contact Information: 501-370-5275

Group Dynamics (SOCG 343)

A study of theory, practice, and research into group dynamics and group behavior, including the concepts of leadership, cohesion, and group development. [Additional information may be found here at the Philander Smith College's website.](#)

Dates: 7/1/2014 for Fall

Location: AR

Cost: \$1425

Contact Information: 501-370-5275

Issues in Management (PSMI 373)

In this module adult learners examine management control functions, strategic planning, and organizational structure and design. Also studied are motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and class practice, with an analysis of the effect on productivity. Total Quality Management (TQM) is contrasted with Management by Objectives (MBO). [Additional information may be found here at the Philander Smith College's website.](#)

Dates: 7/1/2014 for Fall

Location: AR

Cost: \$1425

Contact Information: 501-370-5275

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Production and Operations Management (BADM 383)

This course examines the principles of production and operations in small and large businesses. This includes logistics and management decisions associated with product and service distribution. [Additional information may be found here at the Philander Smith College's website.](#)

Dates: 7/1/2014 for Fall

Location: AR

Cost: \$1425

Contact Information: 501-370-5275

Portland State University (Center for Public Service)

Emergency Leadership and Community Resilience

This professional certificate program provides a foundation in the core concepts, contemporary practices, and theories of emergency preparation, response, and recovery. The courses offered through this program provide state-of-the-art education, tools, and skills to effectively manage emergencies. [Additional information may be found here at the Portland State University's website.](#)

Dates: 6 Courses-

The Professional in Emergency Management: TBD

Emergency Program Management: TBD

Understanding Community Expectations: TBD

Earth Sciences for Emergency Managers: TBD

Building Situational Awareness: April 4-5, 2014 and June 6 – 7, 2014

Crisis Communication and Disasters: April 6-7, 2014 and June 8-9 2014

Application Deadline: Rolling deadlines prior to each course. Contact for information.

Cost: \$6,000 for certificate; \$1,280 per for-credit course; \$1,000 per non-credit course

Contact: Christine Hanolsy, Program Coordinator. hanolsy@pdx.edu, (503) 725-5114

Executive Master of Public Administration Program (EMPA)

This fully-accredited program is designed for ambitious and forward-looking public and nonprofit professionals who have at least ten years of significant work experience. The program is intended to prepare individuals for advanced leadership, with an assumption that they have already "earned their wings" as successful managers of people, programs, and organizational units. Program students have a clear commitment to public service and strong personal motivation to deepen their knowledge, sharpen their skills, and assume advanced leadership roles in public service. The EMPA Program increases the efficacy of public officials for ethical, competent, and effective public service leadership in federal, state, local, special district, tribal, and nonprofit organizations. The program integrates theory and practice through a co-production process engaging community groups, citizens, public service executives, academic colleagues, and practitioners with the Center for Public Service. [Additional information may be found here at the Pennsylvania University's website.](#)

Dates: Fall to Spring (2-year program)

Application Deadline: April 1, 2014

Cost: TBD

Contact: Marcy Newton, Program Coordinator, marcy.newton@pdx.edu, (503) 725-5165

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Executive Seminar Program for Natural Resources

This is a professional education program for mid-career natural resource professionals in public, private, tribal, and non-profit organizations. The program uses live case studies of controversial natural resource issues, advance leadership development, and enhance understanding of governance principles. Each seminar reconstructs the natural resource policy controversy by visiting the site of the issue, reviewing background materials, and meeting with the decisive players in the conflict. A total of three case studies and one capstone are held during the program year. Three seminars of approximately one week each will be held on site to reconstruct cases. The fourth session (capstone) runs two-days and is held in the Portland area concluding the program with a review of leadership principles, techniques for policy resolution, and a summarization of insights gained by the participants. PSU Faculty provides oversight and emphasizes sound administration practices, as well as ways on how to improve policy outcomes. [Additional information may be found here at the Pennsylvania University's website.](#)

Dates: TBD

Application Deadline: Contact us to check availability

Location: Olympic National Park, WA; Coos Bay, OR; Burns and Frenchglen, OR; and PSU Campus, Portland, OR

Cost: \$6,000 for all cases or \$2,300 per case

Contact: Christine Hanolsy, Program Coordinator, hanolsy@pdx.edu, (503) 725-5114

Prairie View A&M University

Executive Leadership (EMGM5113)

This course addresses topics such as leadership skills necessary at the executive level, building a personal leadership brand, managing personal reputation and image, the nature of strategic thinking, how decision-making changes at different leadership levels within an organization, personal and organizational barriers

to execution and implementation, and understanding one's style of relating to and leading others. [Additional information may be found here at the Prairie View A&M University's website.](#)

Dates: Fall/Spring

Location: TX

Cost: \$ 3021

Contact Information: Charity Cooper
chcooper@pvamu.edu
(713) 790-7212

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Executive Managerial Communication (EMCO5203)

Management communication as the downward, horizontal, and upward transfer of information and exchange of meaning, through formal and informal channels will be discussed in this course. Subject matters covered will also include the art of negotiation, identifying rhetorical strategies and guidelines for analyzing and resolving stakeholder conflicts. [Additional information may be found here at the Prairie View A&M University's website.](#)

Dates: Fall/Spring

Location: TX

Cost: \$3021

Contact Information: Charity Cooper- chcooper@pvamu.edu or(713) 790-7212

Executive Topics in Strategy & Policy (EMGM5303)

The course is intended to provide broad exposure to strategic management theories and various concepts and developments in this area. Students will develop skills necessary to analyze a problem situation, problem identification, strategy formulation, and strategy implementation and evaluation. The process will also focus on the leader's ability to manage the process of strategy formulation and implementation. [Additional information may be found here at the Prairie View A&M University's website.](#)

Dates: Fall/Spring

Location: TX

Cost: \$3021

Contact Information: Charity Cooper- chcooper@pvamu.edu or(713) 790-7212

Regis University

Executive Leadership Certificate

This program is designed for students who choose to build a philosophy and the skills for becoming effective leaders. It focuses on contemporary leadership theories, ethical leadership and future leadership roles. The program requires 15 credit hours. [Additional information may be found here at the Regis University's website.](#)

Courses: For course descriptions, [click here.](#)

Dates: For the 2014 schedule, [click here.](#)

Location: Online or in classroom

Cost: \$690/ per credit hour

Apply: To apply online [click here](#)

Contact: (800) 944-7667

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Executive Project Management Certificate

This certificate program is designed to meet the needs of students who require project management, leadership and people management skills. This certificate is designed for adults who wish to enhance their work-related knowledge and skills and to advance themselves educationally. [Additional information may be found here at the Regis University's website.](#)

Regis University's New Ventures offers a **PMP Exam Preparation Workshop**, which is available in an online or campus-based format. Attendees will earn 35+ contact hours or PDUs.

Courses: For course descriptions, [click here.](#)

Dates: For the 2014 schedule, [click here.](#)

Location: Online or in classroom

Cost: \$690/ per credit

Apply: To apply online [click here](#)

Contact: (800) 944-7667

Strategic Human Resource Integration

This certificate program is designed for students to examine strategies for transforming organizational culture, architecture, and leadership while reviewing the impact of the human resource functions on the total organization. [Additional information may be found here at the Regis University's website.](#)

Courses: For course descriptions, [click here.](#)

Dates: For the 2014 schedule [click here](#)

Location: Online or in classroom

Cost: \$690/ per credit

Apply: To apply online, [click here](#)

Contact: (800) 944-7667

Rice University

Essentials of Leadership

During the foundation course, participants will develop an understanding of the importance of leadership at all levels (i.e., leadership capacity) within highly successful companies including an introspection of participant's leadership styles. Participants will consider the differences between leadership and

management and that leadership is critical in any successful change initiative. Participants will also examine the role that individual disposition plays in the development of leadership style, team interactions, and leader effectiveness. Ultimately this course focuses on helping participants identify the areas of their management style that are strengths and will support their transition into greater levels of responsibility and, perhaps more importantly, identify critical development areas that may hinder their future performance. [Additional information may be found here at the Rice University's website.](#)

Dates: August 12-13, 2014

Location: Houston, TX

Cost: \$2,500

Contact: (713) 348-6060

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Leader as Coach

This course helps leaders understand the frameworks and actions they can use to serve as talent magnets for and within their organizations as well as develop the capabilities of junior leaders. The course examines differing levels of leadership, transition points between these, and the balanced use of different systems to grow leadership competency. It emphasizes coaching and mentorship, and understanding the role networks, job rotation, action learning and 360 degree feedback play in developing the total leader. It also examines motivational concepts that support the best use of these activities, while matching these to the participants' natural leadership style. As the war for talent continues to be a competitive differentiator, this course provides the capabilities to not only win talented individuals into organizations – but to embed the development of leaders into the management culture itself. [Additional information may be found here at the Rice University's website.](#)

Dates: August 26-27, 2014

Location: Houston, TX

Cost: \$2,500

Contact: (713) 348-6060

Leading Change

The focus of this module is to examine change inhibitors that create stress, waste resources, slow change efforts, or lead to outright failure, and discover how to lead, cope and win in the face of great change.

[Additional information may be found here at the Rice University's website.](#)

Dates: October 14-15, 2014

Location: Houston, TX

Cost: \$2,500

Contact: (713) 348-6060

Thinking on Your Feet: Developing Creative Communication Skills

Life is filled with countless moments when you have to think on your feet, requiring you to be ready to improvise. In this innovative class, comedienne Kim McGaw will use exercises and games to help you develop the ability to make clever remarks and to heighten concentration and focus on the “role” of the moment. Participants will act out a variety of situations and learn to take control and avoid being intimidated by a person or an audience. Anyone who must adapt to changing circumstances in a work

situation will find many takeaways in this unique and highly interactive class. Participants will sift through data to identify critical information, recognize key resources and decision points, and adjust mental simulations to continually assess direction and opportunity. [Additional information may be found here at the Rice University's website.](#)

Dates: TBD

Location: Houston, TX

Cost: \$399

Contact: (713) 348-4803

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Strategic Decision Making and Critical Reasoning

This leadership program focuses on understanding your decision-making process and enhancing your strategic decision-making skills in your personal and professional life. [Additional information may be found here at the Rice University's website.](#)

Dates: September 9-10, 2014

Location: Houston, TX

Cost: \$2,500

Contact: (713) 348-6060

Strategic Tools for Managing Organizational Change

The McKinsey 7-S Model asserts that an effective organization is not necessarily the one that has the best strategies or skill set. Rather, it is the one that is most “in balance” where all seven S’s (strategy, structure, systems, style, staff, superordinate goals and skills) are directly related and supportive of each other. This framework which first appeared in Tom Peters’ and Robert Waterman’s book “In Search of Excellence” in the early 1980s, was adopted by the global management consultancy McKinsey & Company and has been accepted globally as an important tool for change management. Professionals charged with managing organizational change will learn how to effectively implement the 7-S model to make desired and lasting changes in their organization. [Additional information may be found here at the Rice University's website.](#)

Date: April 11, 2014

Location: Houston, TX

Cost: \$345

Contact: (713) 348-4803

Rosemont College Online

Certificate in Leadership Program

This certificate provides a sound, advanced level grounding in leadership theory, leadership research, and the skill sets required to work effectively in multiple contexts. It requires 15 credit hours of specific graduate level leadership courses offered in an accelerated format. It is an especially attractive option for those seeking additional education in leadership skills but who are currently unable to commit to a full degree program. Students will increase their knowledge of the history of leadership studies including the theories of leadership and the nature of followership. [Additional information may be found here at the Rosemont College's website.](#)

Dates: Six starts each year: January, March, May, July, August, October

Location: Entire program is online. The main campus of the College is located in Rosemont, PA.

Cost: \$615 per credit hour plus a \$35 per credit hour general fee.

Apply: To apply online, [click here](#)

Contact: (640) 526-2966

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Rutgers University

Building Your Business Case

This course can provide you with the advanced tools, knowledge and insight to empower you to successfully participate in senior-level discussions and effectively move your innovative ideas from concept to market. Learners will leave class with a cadre of new tools and be better prepared to participate in decisions that shape the future direction of innovation at your organization and drive your personal sense of engagement and satisfaction. [Additional information may be found here at the Rutgers University's website.](#)

Dates: TBD

Location: Princeton, NJ

Cost: \$1,850 (includes instruction, materials, continental breakfast, lunch, and refreshments)

Contact: Phone (856) 225-6685 or Email execed@camden.rutgers.edu

Surviving and Thriving in a Changing Environment

Communicating and leading change is vital to every manager's role. But, it is the ability to remain confident and engage with change in an empowering and inspiring way that will help influence other's perception of the process that will set you apart from any leader. This one-day program explores the skills necessary to sustain change by focusing on the areas of emotional intelligence, persuasion and influence, and application of proven change management models. [Additional information may be found here at the Rutgers University's website.](#)

Dates: TBD

Location: South Jersey

Cost: \$795 (Includes instruction, materials, continental breakfast, lunch, refreshments and parking.)

Contact: Phone (856) 225-6685 or Email execed@camden.rutgers.edu

7.5 Key Strategies for Effective Supervision

This course can help develop the toolbox that all supervisors and team leaders need to effectively manage people in the workplace. This two-day program can sharpen the skills of existing supervisors as well as develop the required skills for those making the transition to supervising others. The program format is designed to include practical exercises, case studies and group discussion in order to allow participants to practice new skills and be ready to implement them immediately. [Additional information may be found here at the Rutgers University's website.](#)

Dates: TBD

Location: Mt. Laurel, NJ

Cost: \$1,850 (Includes instruction, materials, continental breakfast, lunch, and refreshments)

Contact: Phone (856) 225-6685 or Email execed@camden.rutgers.edu

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St. Catherine University

Strategic Management (BUSI4490)

This course is a culminating capstone course in which you will use an integrative case approach to the formulation and implementation of policy within business- and administrative-type organizations. You will draw upon the analytic tools and managerial concepts and techniques developed in previous business administration, economics and quantitative methods courses. Also offered in Evening/Weekend/Online Program. [Additional information may be found here at the Mount St. Marys College's website.](#)

Dates: Fall and Evening/Weekend/Online Program

Location: MN

Cost: \$2,394.00

Contact Information: 1-800-945-4599

St. Joseph's University

Organization Dynamics and Leadership

This program enhances the capability of project managers, government officials, supervisors, military officers, human resources administrators, and middle management by cultivating their ability to lead. It is designed for busy professionals who have clear understandings of their educational objectives and who want to earn their master's degree or certificate without interrupting their careers. This program is an ideal option for people who have some work experience; and, is ideal second degree for those who already have an MBA or Master's in another field and want to explore more about the human side of organizations.

Courses online: For the online program [click here.](#)

Dates: Rolling

Location: St. Joseph's University, Philadelphia, PA 19131, or online

Cost: \$752 per credit hour

Application: Applications are accepted on a rolling basis. To apply online, please click [click here.](#)

Contact: (866) 758-7670

San Joaquin Delta College

Recreational Leadership (PETHEORY046)

This course is designed to introduce the student to the field of recreation as a profession and active involvement in leadership roles. [Additional information may be found here at the San Joaquin Delta College's website.](#)

Dates: 09/02/2014 Fall

Location: CA

Cost: \$138.00

Contact Information: (209) 954-5151

San Jose State University

Leadership & Innovation Practicum (BUS3 165B)

This is a project-based practicum course for students interested in global leadership and innovation. Course topics include project management of multicultural teams, innovation, and change management. Students apply theory and skills gained in previous courses as they implement personal leadership projects. [Additional information may be found here at the San Jose State University's website.](#)

Dates: 04/15/2014 for Fall

Location: CA

Cost: \$372/unit

Contact Information: (408) 924-1000

Savannah State University

Management and Leadership Behavior (PADM6843)

An in-depth focus on skills, knowledge, and abilities of the manager or leader in the public organization. Emphasis is on written, oral, and listening communication skills, conflict resolution, and management of organizational resources. [Additional information may be found here at the Savannah State University's website.](#)

Dates: Fall/Spring

Location: GA

Cost: \$560.25 (in state)

\$2207.50 (out of state)

Contact Information: 912.358.3221

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Seton Hall University

Professional Certificates

Seton Hall offers six Professional Certificates either as part of a Masters degree or on a standalone basis. Each certificate is comprised of four courses or 12 credits. The Graduate Communication Professional Certificates allow students to pursue specialized graduate education in pertinent communication and leadership areas of interest. Students are able to study communication and leadership skills that will enhance their professional capabilities and expand their knowledge and experiences. Students are able to apply the skills and knowledge they develop through the program courses both during and immediately after completion. Students will earn a professional certificate upon completion and, if they choose, apply the 12 credits towards the full master's degree in Strategic Communication. [Additional information may be found here at the Seton Hall University's website.](#)

Courses: For course descriptions, [click here.](#)

Dates: Jan 2014, May 2014 or Sept 2014

Location: Seton Hall University (New Jersey)

Cost: \$1,033 per credit

Apply: To apply online, [Apply](#) here.

Seattle University

The Executive Leadership Program

This program is a highly-respected, graduate-level certificate program in its thirteenth year. The curriculum is carefully integrated to provide an intensive exploration of leadership and its personal meaning in each participant's life. The outcome of the program is a deeper knowledge of leadership, greater confidence, and a keen awareness of the values that guide executive decisions. [Additional information may be found here at the Seattle University's website.](#)

Dates: Every fall and spring

Cost: \$13,600 per quarter *subject to change

Contact: (206) 296-2529

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Simmons College

Strategic Leadership for Women

You will master key leadership competencies, including understanding and using power, team building and communication styles--with an emphasis on how gender dynamics impact organizational behavior and workplace culture. Our innovative combination of case study analysis, personal coaching, group problem-solving and action planning helps you learn how gender affects the ways you take on leadership roles and how to strategically make your contributions visible and valued. [Additional information may be found here at the Simmons College's website.](#)

Dates: September 15-19, 2014

Location: MA

Cost: \$4600 all inclusive program fee

Contact Information: 617-521-3840

Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud-based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Leading Change

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
ECQ #1-LEADING CHANGE	86.9	104	219	53
Creativity and Innovation	11.8	14	54	16
External Awareness	13.3	16	33	7
Flexibility	12.4	13	36	4
Resilience	29.1	34	24	9
Service Motivation	<i>No Specific Assets Currently Aligned</i>			
Strategic Thinking	13	18	36	12
Vision	7.3	9	36	5

Dates: rolling basis

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: [click here](#). Email LeadershipTraining@Skillsoft.com for additional guidance.

[Click here](#) for resources related to OPM's Federal Supervisory Training

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Southern Methodist University

Certificate in Leadership

Today's successful leaders are broad thinkers with a global perspective that extends far beyond their own self-interest. In 10 challenging sessions, this dynamic course for mid-level and experienced leaders will transform your leadership vision and approach from the inside out. You'll master the nuances and challenges of assembling and managing external teams. You'll develop your own personal style of authentic leadership that enables you to coach others, nurture talent and lead change across organizations and multigenerational teams. You'll learn how to maximize your company's most valuable, volatile asset—human capital—and strengthen your skills in strategic thinking that looks beyond the crisis of the hour. [Additional information may be found here at the Southern Methodist University's website.](#)

Dates: TBD

Location: Dallas, TX
Cost: \$3,695
Contact: (214) 768-3335

Global Enterprise Leadership in the Energy Industry

Designed for current and emerging leaders whose decisions and authority shape their enterprises, this dynamic new program will help you shape a global vision and the skills to achieve it. Sessions will feature breakthrough insights on key issues from world recognized thought leaders and expert faculty from SMU Cox and other top-ranked business schools. Research-based content will expose you to the latest approaches in strategy development, financial management, leadership and communication. In three days, you'll develop a richer understanding of the world and your industry, enhanced skills for higher levels of responsibility and an expanded network of senior-level peers. [Additional information may be found here at the Southern Methodist University's website.](#)

Dates: TBD (Spring 2014)
Location: Dallas, TX
Cost: \$4,350
Contact: (214) 768-3335

Strategic Leadership Skills in the Oil and Gas Industry

Research has shown that effective leaders have developed a pattern of success based on critical competencies that have been honed throughout their careers. In this program, you'll be exposed to highly creative faculty who will give you the tools to think and work differently as you move through the leadership roles and challenges of the oil and gas industry for the next decade. [Additional information may be found here at the Southern Methodist University's website.](#)

Dates: April 13-17, 2014
Location: Dallas, TX
Cost: \$6,750
Contact: (214) 768-3335

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Stanford University

Stanford Executive Program

This program equips senior executives with the knowledge, relationships, and tools necessary to drive results at the highest levels of global management. Participants in the program embark on a comprehensive academic journey that prepares them to successfully navigate the diverse challenges facing top executives in today's dynamic global marketplace. [Additional information may be found here at the Stanford University's website.](#)

Dates: June 22 - August 4, 2014
Application Deadline: April 30, 2014
Location: Stanford University
Cost: \$61,500
Individual Leadership Skills Development (Optional): \$5,800 USD
Contact: (650) 723-3341

Executive Leadership Development: Analysis to Action

The program strengthens participants' analytical tools, management acumen, and interpersonal skills, thereby preparing managers to build effective teams, resolve strategic problems, drive change through the organization, and ultimately get to the next level. It also helps refine your personal leadership skills to solve problems independently and to lead with confidence, sharpen your analytical skills, build awareness of how you are perceived as a leader, and achieve your leadership objectives. [Additional information may be found here at the Stanford University's website.](#)

Dates: April 13 – 18, 2014 (this is a two-module program)

Location: Stanford University

Cost: \$31,000

Additional Leadership Coaching (Optional): \$3,000

Contact: (650) 723-3341

Executive Program for Women Leaders

In facing the challenges of managing their careers to maximize professional and personal goals, women often struggle with how to develop their own leadership styles and effectively enhance their power and status within an organization. To reach the highest levels of management, it is essential for women to recognize, understand, and transform common business challenges into career-building opportunities. [Additional information may be found here at the Stanford University's website.](#)

Dates: May 4- 9, 2014

Application Deadline: April 4, 2014

Location: Stanford University

Cost: \$11,000

Contact: (650) 723-3341

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Executive Program in Strategy and Organization

This program enables executives to apply the results of pioneering multidisciplinary research in strategic management and organizational theory to their specific business situations. Participants explore how their own organization's competencies and shortcomings translate into strategic challenges and opportunities and come away with the skills necessary to build appropriate action plans. [Additional information may be found here at the Stanford University's website.](#)

Dates: July 13 - 25, 2014

Application Deadline: June 2, 2014

Location: Stanford University

Cost: \$22,500

Contact: (650) 723-3341

Leading Change and Organizational Renewal

To maintain its competitive edge, your organization must be able to anticipate foreseeable changes and effectively react to those thrust upon it by market forces. Leveraging the latest research in organizational behavior and performance, this program gives you real-world examples of how to overcome barriers to strategic change and teaches you how to promote innovation and change throughout your organization without sacrificing short-term goals. Leading Change and Organizational Renewal emphasizes learning in action and provides tools, time, and structure for participants to apply the learning to their own business situations. Directed by senior faculty from both the Stanford Graduate School of Business and Harvard Business School, this program represents a unique collaboration between leading researchers and practitioners in the area of organizational change and renewal. Structured workgroups provide high-level participant interaction outside the classroom, with participants giving group presentations at the end of the program. [Additional information may be found here at the Stanford University's website.](#)

Dates: November 2-7, 2014

Application Deadline: October 6, 2014

Location: Harvard Business School

Cost: \$14,000

Contact: (650) 723-3341

Stephens College

Change Management and Crisis Leadership (BUS625G)

This course prepares students to lead change initiatives within a variety of organizational settings. Students will explore change management through a systems approach as it relates to the structural, human resource, and political frameworks. The role of leadership in crisis situations will be explored and analyzed. [Additional information may be found here at the Stephens College's website.](#)

Dates: Fall 2014

Location: MO

Cost: \$4,659.00

Contact Information: (800) 876-7207
online@stephens.edu

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Union County College

Communication Skills for Managers

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. \$299 (Book included) [Additional information may be found here at the Union County College's website.](#)

Dates: TBD next session. Saturdays 10am-12pm

Location: NJ

Cost: \$299

Contact Information: 908-709-7600

University of Arizona

Leadership for Public Service Professionals

This five-day program will help you to develop your leadership arsenal, establish professional networks with colleagues in the Southwestern region, and rejuvenate your leadership energies. The program consists of a combination of classroom instruction, guest lectures, group discussions, case studies, and self-directed learning. Hands-on experience applying newly learned skills provides reinforcement of learning concepts and develops competencies beyond typical learning. [Additional information may be found here at the University of Arizona's website.](#)

Dates: September 15-19, 2014

Cost: \$2,000

Location: Lodge at Ventana Canyon, Tucson, AZ

Contact: (520) 621-3688

University of Arkansas

Walton Emerging Leaders Program

This program enhances the leadership skills of professionals by focusing on clarity as the essence of leadership. It utilizes an introspective and experiential approach to examine the leadership capacities of individual attendees, increase their ability to develop robust leadership skills and demonstrate greater organizational understanding. Attendees of this nine-day program will learn skills to impact personal and organizational performance and practice those skills within their own organization. [Additional information may be found here at the University of Arkansas' website.](#)

Dates: April 2-4, 2014; May 7-9, 2014

Location: University of Arkansas (Fayetteville, AR)

Cost: \$5,500

Register: For registration information, please visit the [website](#).

Table of Contents**Managerial Leadership Series**

This series empowers managers with the tools necessary to be a more effective and proficient leader. To accommodate the demanding schedules of today's leaders, participants may choose to attend the entire series or attend only one day. This allows for customization of the learning path to meet an individual's specific professional needs. Contact our center to learn which courses might be best for you or to customize your own learning path. [Additional information may be found here at the University of Arkansas' website.](#)

Courses: For course descriptions, [click here.](#)

Dates: April 10-11 and 24-25, 2014 in Little Rock; May 1-2 and 15-16, 2014 in Northwest Arkansas

Location: Little Rock and Northwest Arkansas

Cost: \$2,400 for the entire series

Register: For registration information, [click here.](#)

University of Buffalo**Supervisory Skills Certificate Program**

This program focuses on the abilities and skills individuals need to be successful in the workplace. It covers finding, orienting, and retaining the right employee for your organization. Behavioral interviewing, enculturation and employee engagement are also explored. [Additional information may be found here at the University of Buffalo's website.](#)

Dates: September 25-November 13, 2014

Application Deadline: One week prior to program start

Cost: \$895.00

Contact: (716) 645-3200

University of California, Berkeley**Certificate Program in Leadership and Management**

The program provides practical, skill-based learning to help you become a more effective leader, manager or supervisor. Grounded in the practical aspects of day-to-day management, the curriculum develops knowledge and skills useful to a position of influence, even if you are not in a formal management role. Courses in how to build managerial excellence equip you to better understand the latest principles, strategic concepts, philosophies and advanced applications in management and leadership. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up-to date. [Additional information may be found here at the University of California, Berkeley's website.](#)

Courses: For course descriptions, click the above link and then click on individual course titles in the grid under "Courses."

Dates: September 2014

Location: UC Berkeley Extension (centers in San Francisco, Berkeley, and Belmont).

Cost: Each course is priced individually, and you pay the course fee at the time of enrollment. The certificate has an estimated total cost of \$5,095 (not including course materials). Course fees are subject to change.

Apply: To register for the program, [click here.](#)

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Executive Program in Innovation

Over five days, distinguished Haas faculty team up with business leaders from prominent Bay Area companies to guide sessions that empower individuals and organizations through state-of-the-art innovation practices. Coursework and discussions challenge you to retool your existing management style into one that nurtures creativity and creates a culture of innovation. In-depth sessions train how to use external influences such as technology, the environment, and regulatory changes as opportunities for innovation and how to efficiently leverage great ideas across an organization. The curriculum is enriched by case studies of prominent brands in media, technology and consumer industries and a live panel of Silicon Valley entrepreneurs. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: June 2-June 6, 2014

Location: UC Berkeley Campus

Cost: \$7,900

Leadership, Influence and Power in Organizations

Explore how leaders use power and influence to achieve organizational commitment and effectiveness. Discuss topics of organizational culture, appropriate types of power, influence with and without authority, business ethics, and effective goal setting and planning. Research and case studies about the global economy, Silicon Valley innovation and current events provide you with the tools to develop personal leadership skills and styles. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$750

Contact: 510-642-4231

Moving On Up: Women and Leadership

Learn practical and simple techniques to become an effective leader. Explore Equilibrium Dynamics, a practical approach to emotional competence. Examine strategies to help advance your career, including how to create a communicative and collaborative environment, build teams, capitalize on better retention and improved performance, communicate across ethnic and generational differences and use intuition to build confidence. Through lecture, discussion and interactive exercises, you learn skills, strategies and techniques that help you excel and advance in today's workplace. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: TBD

Location: Berkeley, CA

Cost: \$625

Contact: 510-642-4231

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Optimal Performance on the Job: Achieving Work-Life Integration

In this interactive seminar, you learn to become more productive and increase job satisfaction by accessing the three essential qualities for peak performance. Achieve your goals more rapidly by effectively setting goals and focusing on top priorities. Awaken your higher human brain to play its proper leadership role in setting a clear mission and eliminating the inner conflict, procrastination and self-sabotage that may be halting your progress. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: TBD

Application Deadline: July 8th

Location: Berkeley, CA

Cost: \$295

Contact: 510-642-4231

Optimizing Team Leadership: An Intensive Practice Lab

Teams today include temporary high priority or technical innovation project teams, governing boards for non-profit agencies or professional organizations, broad-based alliances that work on critical social issues, global merger integration or multi-cultural reorganization teams. In this intensive and experiential hands-on workshop, learn unique team leadership development skills that you can plan practice and immediately begin to apply in order to build and lead your own extraordinary teams --- effectively, efficiently and with warp speed results. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$695

Contact: (510) 642-4231

Organization and Management

Study high-level leadership strategies, and gain skills in resolving disputes, managing diversity and building productive teams. Using case studies and small group discussions, explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management. [Additional information may be found here at the University of California, Berkeley's website.](#)

Dates: Saturdays, TBD

Location: San Francisco, CA

Cost: \$750

Contact: (510) 642-4231

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University of California, Los Angeles

Mergers & Acquisitions

Recent seismic shifts in the business and financial landscape have radically transformed the field of M&A. This program delivers timely, comprehensive, fact-based insights into making successful deals in today's volatile environment. Take away immediately applicable strategies and hone the skills you need now to shape the future success of your enterprise. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: March 18-21, 2014

Location: Los Angeles, CA

Cost: \$6,250

Contact: (310) 825-2001

LGBT Leadership Institute

Enhance your credibility and strengthen your position within your organization; create and sustain effective relationships and alliances that advance your career; maximize your personal, professional, and organizational potential through better teamwork and team leadership; think, lead, and manage in ways that celebrate your attributes and perspectives; develop valuable personal and business connections with fellow managers from leading organizations and corporations. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: April 8, June 10-13, July 8, & August 12, 2014

Location: Los Angeles, CA

Cost: \$5,950

Contact: (310) 825-2001

African American Leadership Institute

Distilling the wisdom and experience of the nation's top African American corporate leaders and public figures, identify the tools required to prepare today's African American executives for tomorrow's organizational leadership. During a 5-month engagement on the state of African American leadership, you will dig deep into key issues from a personal, interpersonal, and organizational perspective and take away a practical toolkit to increase productivity. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: March 25, May20-23, June 24, & July 22, 2014

Location: Los Angeles, CA

Cost: \$5,950

Contact: (310) 825-2001

Director Education and Certification

Gain what you need to guide and support your executive leadership team around the crucial issues of strategy, structure and succession. We offer a powerful combination of foundational topics and advanced insight on the timeliest and pressing issues facing boards today, taught by world class faculty and distinguished speakers from the nation's most prestigious organizations. Whether a seasoned director or new to the responsibility, you will emerge from this experience with greater powers to provide active, informed and independent guidance to your senior leadership team. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: April 29-May 1, 2014 or October 13-15, 2014

Location: Los Angeles, CA

Cost: \$6,250

Contact: (310) 825-2001

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Executive Program

This program puts you on the leadership map with strategies, skills and acumen that will stretch your thinking and hone your abilities as a leader and a manager capable of achieving sustainable growth in your business. Encompassing all business functions of the global enterprise, a series of highly relevant, hands-on sessions galvanize your problem solving, team building and change management skills. This program combines research-based expertise and real-world experience to deliver frameworks you and your peers can apply immediately and as your responsibilities increase to catalyze positive change. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: Classes held primarily on a weekly basis—for specific dates [click here](#)

Location: Los Angeles, CA

Cost: \$16,995

Contact: (310) 825-2001

Women's Leadership Institute

Your organization's need to find fresh perspectives to drive sustainable growth may have cracked the glass ceiling, but it hasn't shattered it yet. How can you push your candidacy to join the senior executive ranks while remaining authentic to your personal leadership style? This program delivers the strategies and frameworks to place you firmly on your organization's leadership map. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: August 12, October 7-10, November 4, & December 2, 2014

Location: Los Angeles, CA

Cost: \$5,950

Contact: (310) 825-2001

Leadership Institute for Managers with Disabilities

Your entire career, you've prided yourself on making a difference—and you've done it in the face of misconceptions and stereotyping all along the way. Now you're entering the executive leadership ranks, the stakes are higher and the obstacles aren't going away. You're ready for the kind of breakthrough strategies that will advance your career and enhance your reputation as a broadly capable manager. This program produces powerful leaders, expert at leveraging diverse perspectives and harnessing innovation to drive the future success of their companies. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: August 26, October 21-24, November 18, & December 16, 2014

Location: Los Angeles, CA

Cost: \$5,950

Contact: (310) 825-2001

Advanced Program in Human Resource Management

The effective management of human capital will be pivotal to your organization's ability to survive and thrive, and so will you. Here's how. This program shows you how to align HR strategies with your organization's wider business objectives, how to maximize ROI from your shrinking executive development budget, and how to keep today's hard choices from putting your business in an even harder

place. We put your future in your hands, so you can do the same for your people. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: Available as a custom program. To be added on wait list for future dates, [Contact a Client Care Specialist](#)

Location: Los Angeles, CA

Cost: \$6,250

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Creativity and Innovation in the Organization

The future of your business is being created today. And especially in uncertain times, success is often a matter of innovate or die. Where do the best ideas come from, and how can you be sure to reap their rewards? The answers are here. Creativity and Innovation in the Organization prepares you to foster a creative mindset across your enterprise—and to exploit uncertainty and chaos to unleash powerful ideas that drive results. [Additional information may be found here at the University of California, Los Angeles' website.](#)

Dates: TBD

Location: Los Angeles, CA

Cost: \$6,495

Contact: (310) 825-2001

University of California, San Diego

Leadership Assessment

This highly effective program assesses and develops leaders by building an organization-specific competency model. This customized learning experience provides both the individual and the organization with critical information about the strength of its leadership and business skills and offers strategies for continued development. [Additional information may be found here at the University of California, San Diego's website.](#)

Custom Programs

Our custom programs deliver graduate-level executive education to your doorstep. We address your specific development needs and provide high-impact training for key managers and executives in today's competitive business environment. Distinguished faculty is drawn from both within and outside the UC family, giving us access to the best practicum available. [Additional information may be found here at the University of California, San Diego's website.](#)

Courses & Dates: <http://rady.ucsd.edu/exec/open/>

Location: University of California, San Diego (La Jolla, CA)

Cost: Courses range from \$295-\$3,300 USD

Apply: No applications required

Contact: (858) 822-6004

Change Management

Successful implementation of change is contingent on helping people embrace a new way of doing things. The traditional tools of communication and persuasion are often insufficient in dealing with emotionally based resistance. After learning the J-Curve model, you'll be able to use a unique set of tools to immediately speed the implementation of any change. [Additional information may be found here at the University of California, San Diego's website.](#)

Date: April 15, 2014

Location: San Diego

Cost: \$325

Contact: radyexecdev@ucsd.edu or (858) 822-6004

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University of Chicago

The Advanced Strategy: Building and Implementing Growth Strategies

With the unrelenting pace of change and competition today, clear strategic thinking is more important than ever. To survive and prosper in a globalized market, corporate strategists will have to not only formulate the correct strategy, but also implement it effectively. After attending this five-day program, you will gain new insights and tools to lead your corporate strategy successfully. [Additional information may be found here at the University of Chicago's website.](#)

Dates: October 20-24, 2014

Location: Chicago campus

Cost: \$9,100

Executive Program in Corporate Strategy

In today's turbulent business world, most companies find themselves in a complex competitive environment in which the formulation and execution of corporate strategy are most critical than ever before. This course presents cutting-edge content including entry, positioning, pricing, new venture, technology, diversification, scope, and vertical integration decisions and organizational issues associated with effectively developing and implementing strategies. Participants will learn techniques to understand the competitive structure of an industry and a company's value proposition for competitive advantage. [Additional information may be found here at the University of Chicago's website.](#)

Dates: June 9 – 13, 2014 or October 6 – 10, 2014

Location: Chicago campus

Cost: \$9,100

Leading and Implementing Change and Innovation

Today's business environment requires an unprecedented degree of innovation and agility. Today's leaders must develop and implement effective business strategies while maintaining drive, morale, motivation, innovation, and vision in their people and in their organizations. Through this program, you will learn strategies for setting and maintaining the direction for renewal, for boosting learning and innovative thinking, for turning resistance into cooperation, and for extracting maximum benefit from new opportunities. [Additional information may be found here at the University of Chicago's website.](#)

Dates: October 13-17, 2014

Location: Chicago campus

Cost: \$9,100

Strategic Business Leadership: Engagement, Performance and Execution

Agility in execution is critical in today's challenging and complex business environment. This program will equip executives to effectively lead and be more productive in contemporary organizations.

Executives will learn to manage cross-functional, cross-organizational relationships; develop social capital; and create and manage organizational strategic partners. Leadership agility is an essential quality for success. Participants will learn and practice their leadership agility, enhance their ability to read organizations, and hone their skills in strategy execution. [Additional information may be found here at the University of Chicago's website.](#)

Dates: March 31 – April 4, 2014 or July 21-25, 2014

Location: Chicago campus

Cost: \$9,100

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Executive Development Program: The Transition to General Management

This program prepares successful functional level executives for general management responsibilities. This intensive two-week program is taught by an outstanding group of professors from the University Of Chicago Booth School Of Business. The program's core faculty members have extensive experience and expertise in global business and teaching executives. [Additional information may be found here at the University of Chicago's website.](#)

Dates: May 12-23, 2014 or September 15-26, 2014

Location: Chicago campus

Cost: \$23,300

Essentials of Effective Management: The Psychology of Management

The course, grounded in social psychology, will focus on situational cases of behavior, including one's own. The course will introduce frameworks and principles aimed at more effectively managing oneself and others. Participants will examine topics such as motivation, social perception and interpersonal dynamics, influence and persuasion, group decision-making, organizational culture and commitment, ethics, and leadership. [Additional information may be found here at the University of Chicago's website.](#)

Dates: April 7-11, 2014 or September 8-12, 2014

Location: Chicago campus

Cost: \$9,100

Chicago Management Institute

CMI presents highlights of our best programs in a format that minimizes disruptions to daily life and career—and maximizes opportunities to gain a competitive advantage for your company, and for yourself.

The format is convenient: Classes convene every other Friday and on two Saturdays for a total of 15 class days over six months. The content is compelling: You will learn general management essentials taught by world-renowned faculty from one of the most prestigious and highly acclaimed business schools.

[Additional information may be found here at the University of Chicago's website.](#)

Dates: TBD

Location: Chicago campus

Cost: \$22,400

University of La Verne

Ethics and Decision-Making

Covers theories and practice of managerial decision-making and problem solving. Explores decision-making styles and techniques applied to operational problems, tactical decisions, and strategic opportunities. [Additional information may be found here at the University of La Verne's website.](#)

Dates: TBD

Location:

Cost: \$580.00

Contact Information: 909-593-3511

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Organizational Theory & Design

This course provides learners with a foundational understanding of organizational theory and an examination of theoretical and practical applications in dealing with the design of organizations. [Additional information may be found here at the University of La Verne's website.](#)

Dates: TBD

Location:

Cost: \$580.00

Contact Information: 909-593-3511

University of Miami

Lean Six Sigma Green Belt Certification Program

As business becomes increasingly complex, global and competitive, the demand for executives, managers and other professionals who have the skills to eliminate waste, reduce defects, shrink inventory, and make other critical business process improvements has grown dramatically. The University of Miami Lean Six Sigma Green Belt Certification Program is designed to meet this demand. [Additional information may be found here at the University of Miami's website.](#)

Dates: August 2014 (classes spread over 16 days)

Cost: \$4,000

Contact: 305-284-9154

University of Minnesota

Minnesota Executive Program

This program is a powerful advanced business strategy and leadership program designed for top executives. It's an efficient, successful method for gaining a clear understanding of the economic environment and competencies working with strategic models, as well as the ability to leverage technology, gain market share, and effectively engage and lead people. [Additional information may be found here at the University of Minnesota's website](#)

Dates: TBD

Location: University of Minnesota
Cost: MEP Modules \$18,500; MEP Pre-finance seminar \$2,200
Contact: 612-624-3821

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University of North Carolina at Chapel Hill

Executive Development Institute

The institute paves the way for managers and directors who are taking the next step toward strategic leadership. Over the course of this two-week executive management program you will gain the business knowledge needed to advance your career. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: June 1-13, 2014

Cost: \$16,000

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

Business and Human Resources: Leading HR and Your Organization into the Future

This program equips senior HR leaders with the most up-to-date business knowledge and skills needed to operate in today's rapidly changing, global business environment. By attending this program, senior HR leaders will add many business competencies to their repertoire of human resource management skills and will learn how to move their organizations forward. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: April 21-25, 2014

Cost: \$5,750

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

Leadership Effectiveness Workshop

This workshop allows individuals to sharpen the leadership skills needed for both personal and professional growth. Learn more about your own leadership style and how to effectively maximize your strengths as a leader with this three day seminar. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: May 19-21, 2014

Cost: \$3,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

Women in Business

Focusing on the differences between leading and managing and how to successfully navigate this transition alongside other professional women, this program evolves your decision-making and

negotiating processes and provides practical business skills. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: June 23-25, 2014

Cost: \$3,850

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

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Change Management

This program trains senior managers to enhance their organizational management and ensure long-term success by initiating, leading and managing organizational change. It combines Kenan-Flagler's extensive research with the experiences of executives on effective and ineffective strategies to teach leaders how to make informed decisions on organizational change strategy. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: TBD

Cost: \$3,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

Strategic Innovation for the New Business Environment

In this seminar, leaders examine case studies featuring business innovation at its best and learn how to make strategic business innovation a norm. Leaders also gain an understanding of the various forms of innovation, explore the difference between incremental and radical innovation and engage in effective strategic business planning and innovation implementation. [Additional information may be found here at the University of North Carolina's website.](#)

Dates: TBD

Cost: \$3,850

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

University of Notre Dame

Executive Integral Leadership

Leadership success starts with you as an individual, where you have maximum potential to effect change. This program offers a values-based approach to leadership, inspiring you to get reacquainted with your values and behaviors and then to leverage that knowledge effectively. At the conclusion of this life-changing experience, you will be prepared to think and act in alignment with your values and to face every challenge with increased courage and confidence. [click here.](#)

Dates: April 27-May 2, 2014 or October 12-17, 2014

Location: Stayer Executive Education Center, Notre Dame, IN

Cost: \$6,950

Contact: (574) 631-0564

Executive Certificate in Leadership and Management

This online program features three eight-week courses presented by the country's leading experts in leadership and management – the same professors who teach at Notre Dame's top-ranked Mendoza College of Business! Courses include: Effective Leadership, Leading Teams and Organizations and Executive Leadership Strategies. [click here.](#)

Dates: Sessions start at the beginning of each month

Location: Online

Cost: \$4,995 for 3-course package

Contact: to register call 855-300-1475

University of the Pacific- Eberhardt School of Business

Designing Innovative Organizations

- Why innovation is important and what stands in the way of successful innovation in organizations
- Knowledge of strategies, structures, processes and skills that characterize successful innovators
- Practical knowledge and tools to improve an organization's capacity to generate and successfully apply new ideas [Additional information may be found here at the University of the Pacific- Eberhardt School of Business's website.](#)

Dates: TBD

Location: CA

Cost: \$295.00

Contact Information: Amber Dominguez- adominguez1@pacific.edu

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University of Pittsburgh

Management Essentials

Grounded in the business fundamentals, Management Essentials is a streamlined approach to learning key business skills. As a non-degree, open-enrollment program, you don't have to apply for admission. This fact doesn't dilute the rigor and depth of the education. You have the option of taking courses [online](#) or at our location in Pittsburgh. [click here.](#)

Dates: TBD

Cost: \$3,050

Contact: 412.648.1607

University of Richmond

Leadership Boot Camp I

What does a leader look like? In this dynamic two-day workshop you will have the opportunity to explore all facets of situational leadership and then define, practice, and critique your own leadership skills. You will develop the confidence needed to direct the efforts of others and lead in your organization with strength and vision. Whatever management training you may have had previously, situational leadership will complement it. [click here](#).

Date: April 2-4, 2014, April 30-May 2, 2014

Cost: \$1595

Contact: (804) 289-8019 or execed@richmond.edu

University of San Francisco

Leadership & Teams (EMBA6902)

This course integrates the theory and practice of effective leadership. As a leader, you will focus on the individual, team and organization, as each brings a view of a leader's learning experience. You will also learn to bring imaginative and disciplined thinking to complex problems to see differently and to act effectively through teams. [Additional information may be found here at the University of San Francisco's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$685

Contact Information: 415-422-2221

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Negotiations (EMBA6901)

Negotiation is the art and science of creating and securing an agreement between two or more interdependent parties. This course provides an introduction to the theory and processes of negotiation as practiced in a variety of business settings. It is designed to expose students to negotiation problems in both domestic and international settings. This is a highly interactive course built around hands-on experiences, presentations, discussion, and reflection. [Additional information may be found here at the University of San Francisco's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$685

Contact Information: 415-422-6939

University of South Carolina

Corporate Sustainability Strategy and Implementation: Lessons from Wal-Mart

This program delivers a wide range of opportunities for sustainability drawing from Moore School research into seven major sustainability initiatives executed by Wal-Mart. Learn how effective sustainability programs can be constructed while avoiding the pitfalls. You will complete the program with a clear vision of what can be achieved through sustainability efforts, and how to make sustainability a successful part of your business. [click here.](#)

Dates: TBD

Cost: \$950/participant (\$650/ participant for two or more)

Contact: 803.777.2231 or 800.393.2362

Critical Thinking: Insights for Strategic Thinking and Analysis

This program focuses on the integration and coordination of operations, marketing and finance that are essential for business success. Discover how to understand and anticipate market conditions, develop long-range strategies and make multi-year financial projections. [click here.](#)

Dates: TBD

Cost: \$1350/participant (\$1050/participant for two or more)

Contact: 803.777.2231 or 800.393.2362

Speaking with Confidence: Delivering Effective Presentations

This course shows you how to research topics and audiences and helps you identify your own natural speaking style and tailor your message for maximum impact. Plus, discover techniques to overcome common fears associated with public speaking and present with confidence. [click here.](#)

Dates: TBD

Cost: \$1150/participant (\$900/participant for two or more)

Contact: 803 777-4443 or 800.393.2362

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University of Southern California- Marshall School of Business

Strategic Management

Strategic management is the art and the science of formulating, defining, implementing and evaluating policies and decisions that will assist an organization in achieving its goals and objectives. It is an ongoing process that assesses and evaluates the business and industry in which the organization operates. Rapidly changing environments create opportunities for growth, but also pose challenges that firms must be prepared to overcome. This program will present the core areas of business strategy and develop skills for making strategic decisions and translating those decisions into real-world implementation. Participants will complete the program with an enhanced understanding of how to make revenue-generating decisions that lead to long term achievement and value creation. [Additional information may be found here at the University of Southern California- Marshall School of Business's website.](#)

Dates: 11/11-13/2014, 05/05-07/2015

Location: CA

Cost: \$2450

Contact Information: execed@marshall.usc.edu; Telephone: 213-740-8990

University of St Joseph's

Leadership & Strategic Planning

When leaders create and communicate their vision, inspire others, implement strategy and champion change, organizations thrive. Our programs will help you enhance your leadership ability to create an environment of trust, credibility and integrity. [Additional information may be found here at the University of St Joseph's website.](#)

Dates: Online

Location: online

Cost: \$79

Contact Information: 860-231-5761

University of Texas

Developing the Project Business Case

This course helps you to build a sound business case for pursuing a potential opportunity in the face of significant risk and uncertainty. The participant will be able to scale a general stage-gate planning template and set up the appropriate governance and assurance process. Along with economic drivers, technical and non-technical risks are considered in the framing process that leads to an Opportunity Roadmap with value drivers and goals linked to corporate strategy. [click here.](#)

Dates: Fall 2014

Location: The University of Texas at Austin

Cost: \$2,560 (Individual Course); \$14,400 - [Project Management Certificate](#) (includes materials, lunches and breaks.)

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Leading Change

In today's competitive world, you're faced with a very difficult challenge: How to do more with less in an environment where the velocity of change is increasing. The ability of a firm to quickly adapt to changing competitive conditions and to fundamental shifts in labor markets is a very important predictor of success. [click here.](#)

Dates: October 6-7, 2014

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$14,400- [Institute for Managerial Leadership](#) Certificate (includes materials, lunches and breaks.)

Strategic Management

This program offers a solid foundation in strategic thinking and strategic analysis as it is practiced. It examines how the various tools and techniques of strategic analysis are commonly employed. The program prepares you to think and analyze strategically and enhances your ability to set strategic objectives. It will transform your thinking toward a broader arena. [click here.](#)

Dates: May 8-9, 2014

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$14,400 - Institute for Managerial Leadership Certificate (includes materials, lunches and breaks.)

University of Utah

Leadership Development Program

This program helps you become more effective by providing a solid foundation in current business theory and practice. After completing the program you will be able to significantly enhance individual and organizational performance, understand the most important managerial concepts for each functional area, control expenses and promote productivity, communicate and work more effectively, improve your abilities to tie functional areas together in order to grow revenue, and create learning networks to promote business opportunities. [click here](#).

Courses: <http://execed.business.utah.edu/page/business-essentials-program-outline-and-formats>

Dates: TBD

Location: University of Utah (Salt Lake City, Utah)

Cost: \$975-1,500 depending on module, \$5,900 for full program (See courses for pricing)

Apply: Register at <http://execed.business.utah.edu/>

Contact: Jordan Clayton at (801) 581-5577 or execjc@business.utah.edu

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University of Virginia

Developing Leadership Capability in the Corporate Aviation Function

This program is designed for executives responsible for leading corporate aviation departments. Through the program, managers will improve their leadership skills, learn to better administer change, and examine best practices in creating high-performance service operations. [click here](#).

Dates: TBD

Cost: \$8,550 per person.

Contact: Phone +1 877.833.3974 Email: Darden_Exed@arden.virginia.edu

Growing Great Managers: The Core Essentials

Healthy organizations have a strategy for addressing the learning needs of their management teams. This strategy is a living, visible segment of their overall succession plans, and ultimately helps to build concrete foundations for effective performance and sustainable growth. Ambitious professionals will find the new program, *Growing Great Managers: The Core Essentials*, critical in building the nuclear management skills and providing a solid base for a strong, progressive enterprise. Throughout the program, executives are absorbed in a highly interactive learning experience that helps them learn the core concepts of business and broadens managerial and strategic perspectives. Managers and high-potential talent will enhance their business competencies and sharpen the ability to tackle cross-functional challenges. Participants will return to their businesses with a broad, solid base for continuous personal

and organizational growth, and new knowledge, ideas, and approaches to share across their enterprises. [click here.](#)

Dates: June 22-27, 2014

Cost: \$6,750 per person.

Contact: Phone +1 877.833.3974 Email: Darden_Exed@arden.virginia.edu

Managing Individual and Organizational Change

Change perspectives include—but are not limited to—learning, innovation, and reactive and proactive processes. Participants in *Managing Individual and Organizational Change* will initially focus on individuals in managerial roles who are trying to lead, manage, and deal with the change process. The focus then shifts to groups and perspectives around the total organization. Throughout the program, emphasis is placed on the individual as both a manager and a model of change. [click here.](#)

Dates: May 13-16, 2014

Cost: \$7,750 per person.

Contact: Phone +1 877.833.3974 Email: Darden_Exed@arden.virginia.edu

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True Leadership: Leading With Meaning

Get ready to develop your own personal model of leadership. Through a study of cutting-edge ideas from business practice and current research, you gain an understanding of the value of elevating your vision above daily execution, and realize the difference between management and leadership. You can become a “true leader!” If you are prepared to stretch your thinking and shift your actions, you will find valuable insights and experiences in this senior leadership program. The highly effective leader’s tools, such as purpose and shared vision, powerful narratives and effective communication, are subtle. They are necessary if you are to move from leading one’s self and others to cultivating the climate and environment in which others can become leaders. [click here.](#)

Dates: May 5-9, 2014

Cost: \$7,750 per person.

Contact: Phone +1 877.833.3974 Email: Darden_Exed@arden.virginia.edu

University of Washington

Executive Development Program

Created for busy senior managers, executives, and other professionals, this program is a nine-month, part-time certificate program that covers essential business subjects, including finance, accounting, economics, marketing, international business, operations, leadership and strategy. [click here.](#)

Dates: applications accepted throughout the year; program runs September - May

Location: UW campus

Cost: \$18,500 for the program/\$20,500 (for credit track)

Leadership That Shapes the Future

In this program, you will develop the essential leading, planning, and influencing skills necessary to create and sustain long-term organizational success. During this interactive three-day seminar, you will learn strategies and methods you can use to become a "transformational leader" — one who enables others, especially peers and subordinates, to transcend self-interest and act for the common good of the organization. [click here.](#)

Dates: April 15-17, 2014

Location: UW campus

Cost: \$3,300

Contact: 206-543-8560

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University of Wisconsin- Madison

Getting It Right: Decision Making and Change Management

Important decisions require leaders to use the appropriate processes and data tools to reach the best conclusion. This course teaches the decision making criteria to help you frame the problem, define alternatives, and incorporate appropriate data into solutions. After making the right decision, you have to impose change. Getting people to change behaviors may be the toughest and biggest challenge managers, effective and executive leaders, and organizational leaders face today. Learn the six strategies to overcome resistance to change and how and when to use them. [click here.](#)

Program Dates: March 19-21 & June 4-6, 2014

Cost: \$1,995

Contact Number: 608-441-7357

Leadership Beyond Management

This program is for managers of managers or high-potential managers who want to benefit emergent leaders and people who others follow, not because of their position on an organization chart but because of their ability to create greater value for the larger organization. [click here.](#)

Program Dates: TBD

Cost: \$4,500

Contact Number: 608-441-7357

Leading Organizational Change

In today's fast-paced business environment, leaders must recognize when organizational change is necessary and understand how to clearly re-cast the mission statement to create a more effective and forward-looking enterprise. Efficient leaders create collaborative change, align individuals and departments with new goals, and create a culture of self-direction and encouragement. [click here.](#)

Program Dates:

8/25/2014 - 8/27/2014

9/22/2014 - 9/24/2014

12/1/2014 - 12/3/2014

2/9/2015 - 2/11/2015

Cost: \$1,995

Contact Number: 608-441-7357

Vanderbilt University

Leading Change

Change is essential to organizational growth and progress. Yet researchers report that over 60 percent of change projects (such as implementing a new strategic plan or enterprise software) fail to achieve intended results. [click here](#).

Upcoming Dates: May 5-6 & November 17-18, 2014

Location: Owen Graduate School of Management

Cost: \$1,980

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Executive Leadership

By the end of this highly interactive, three-day program, conducted by one of the nation's leading business experts on the subject, you'll be equipped to become a more effective leader and to achieve your professional and organizational goals. [click here](#).

Upcoming Dates: TBD

Location: Owen Graduate School of Management

Cost: \$2,970 (includes tuition, instructional materials, continental breakfast and lunch)

Leading Project Teams for Strategic Results

This engaging and highly interactive two-day program is designed for experienced project managers who strive to become more effective in conveying vision, coping with complexity and energizing people to achieve important goals. [click here](#).

Upcoming Dates: TBD

Location: Vanderbilt Owen Graduate School of Management - Nashville, TN

Cost: \$1,980

Washburn University

Lean Six Sigma: Yellow Belt

The *Lean Six Sigma: Yellow Belt* level provides a foundation understanding of LSS and its methodologies with the goal of improved project management skills, problem solving, and more effective cross functional teams. While this level is not intended to make one a LSS expert, it does offer a basic understanding of concepts and tools with familiarization of a few tools for immediate application, even if LSS is not formally being used by the larger organization. With this Yellow Belt foundation of knowledge and skills, participants can progress to more advanced levels of LSS. [click here](#).

Dates: March 17-18 & May 5-6, 2014

Location: Washburn University

Fee: \$730

Lean Six Sigma: Green Belt

The Lean Six Sigma: Green Belt course delves into the DMAIC process through in-depth information, analysis, and application of Six Sigma and Lean concepts that can be immediately applied to projects and for leading and managing process improvement teams. The course is designed to certify participants as competent in the fundamentals of the Lean Six Sigma: Green Belt body of knowledge as defined by Washburn University. Prior participation in the Washburn University Lean Six Sigma: Yellow Belt course or prior Lean Six Sigma experience is strongly encouraged. [click here.](#)

Dates: April 8 – May 5, 2014

Location: Washburn University

Cost: \$3100

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Washington University in St. Louis

Creativity Leading to Breakthrough Performance

Innovation is the driver for thriving companies today. There is a strong correlation between creativity, productivity and results. This seminar will provide you with a set of practical skills and techniques to enhance your creativity and engage in hands-on activities for each of the steps. You will learn how to identify common blocks to creativity and specific techniques to overcome each of the blocks. [click here.](#)

Date: August 14, 2014

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$750

Contact number: (314) 935-9494

Critical Thinking

Tired of endless and repeated team meetings where decisions don't get made or are probably poor decisions? Many of these decision challenges arise because individuals and teams get trapped by a variety of biases and poor thinking that ultimately lead to unfortunate decisions. This seminar provides a set of tools to overcome biases and elevate your thinking and decision-making. It provides a novel framework for critical thinking to help you recognize your biases as well as those biases that emerge in groups and teams and offers you a set of processes that, if adopted, help you improve the quality and consistency of your decisions and offer the added bonus of accelerating implementation of the decisions. It also helps you make sure that you are solving the right strategic problems. [click here.](#)

Dates: TBD

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$1,500

Contact Number: (314) 935-9494

Leading & Managing Change

In today's business environment, the ability to lead and manage change is critical to organizational growth and profitability, but research suggests that successful change is often the exception rather than the rule. Successful change requires a leader that understands the change process, how to get the right people on-board and the key elements of change implementation. This program reviews best practices and provides frameworks, models and tools leaders can immediately apply to change initiatives. [click here.](#)

Dates: April 22-23, 2014

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$1,500

Contact Number: (314) 935-9494

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Leadership Edge: Understanding & Managing Your Impact

In order to optimize leadership impact, leaders must have an in-depth understanding of their leadership capabilities. This includes an awareness of one's strengths and weaknesses and also how these are expressed in daily leadership interactions and how they impact followers. In this intensive, assessment-driven session, participants will engage in a self-discovery process to uncover key leadership strengths that can be leveraged toward growth and development. [click here.](#)

Dates: June 4, 2014

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$750

Contact Number: (314) 935-9494

Leadership for High Performance Certificate

Gain the critical skills for success in key leadership areas: relationship management, interpersonal skills, collaboration and change leadership. This program prepares you to effectively and confidently lead performance-driven teams. [click here.](#)

Dates: April 22-23, 2014

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$6000

Contact Number: (314) 935-7583

Leading Through Influence

Exercising real leadership and leading positive change requires more than just a worthy goal or a good idea. It also requires the skill of informal leadership: the ability to influence people both within and outside your chain of command in order to gain support and overcome resistance. This session helps you understand and develop three key skills of informal leadership: navigating politics, understanding power and exercising influence. [click here.](#)

Dates: Nov 4-5, 2014 (Two day seminars)

Location: St. Louis - Charles F. Knight Executive Education Center

Cost: \$1,500

Contact Number: (314) 935-9494

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Women's Leadership Certificate

Olin designed this certificate in response to an expressed need by corporate executives to identify and develop high potential women. Get the tools you need to strive for high-level corporate leadership positions. Confidently accept new challenges amid dynamic organizational and group relationships. Research shows that corporations with more women in high levels of leadership can powerfully impact the future success of the company. Sponsoring participants in the Women's Leadership Forum will also help organizations with employee satisfaction, talent acquisition and talent management. *Women's Leadership Forum* program topics are built around skills identified by female executives as necessary for women who aspire to executive levels of leadership. Successful completion of the program will result in a Certificate in Women's Leadership Forum issued by Washington University in St. Louis, Olin Business School. [click here.](#)

Dates: Six one-day sessions: April 24, 2014

Location: St. Louis - Charles F. Knight Executive Education Center

Application Deadline: rolling

Cost: \$6000

Contact Number: (314) 935-7583

Waubonsee Community College

DDI Leadership Academy: Leading Change

This seminar focuses on leaders' crucial role in initiating change in the workplace. You will learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes. You will also learn to help others overcome their resistance to change. These skills will enhance your ability to minimize the potentially negative effects of change on morale, processes and productivity.

[Additional information may be found here at the Waubonsee Community College's website.](#)

Dates: Spring 2014

Location: IL

Cost: \$249

Contact Information: (630) 466-7900

Wharton School of the University of Pennsylvania

The Leadership Edge: Strategies for the New Leader

This program will strengthen your leadership capabilities by deepening your knowledge of yourself, your team, and your work environment. You will develop a wider context in which to make decisions, and be better equipped to navigate critical leadership challenges ahead. [click here.](#)

Program Date: May 12-15, 2014

Cost: \$8,500

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

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The Leadership Journey: Creating and Developing Your Leadership

This program revitalizes your leadership skills with practical wisdom drawn from the issues great leaders faced during critical moments in history, team exercises, case discussions, computer simulations, physical challenges, Shakespearian drama, and a battlefield visit. You will learn the imperatives of effective leadership and decision-making. [click here.](#)

Program Date: May 11-16 & September 14-19, 2014

Cost: \$11,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

High-Potential Leader: Accelerating Your Impact

This program exposes you to the leading minds in leadership development, strategy, management, and execution. Together with high-potentials from around the globe, you will explore what is at the heart of effective leadership, define your philosophy as a leader and align your role with your key objectives, view strategy from multiple perspectives, learn how to manage uncertainty, and put your leadership into action through execution. The program pushes you to think deeply about change — within yourself and your organization. [click here.](#)

Program Date: May 5-9 & October 13-17, 2014

Cost: \$12,500

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Leading Organizational Change

This hands-on course offers valuable insights from research and practice to enrich your leadership of specific change initiatives. The program offers frameworks, models, and perspectives on leading change that you can apply immediately. You'll examine the factors that trip up promising organizational transformations and the strategies that can make them more successful. You'll gain a better grasp of the individual, interpersonal, group, and system design issues involved in making you a more effective change agent in your organization. [click here.](#)

Program Date: April 28 – May 1, 2014

Cost: \$8,300

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

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Innovation for Growth: Strategies and Best Practices

This program offers a multidisciplinary view of successful innovation, from specific tools for immediate application to broader insights that will challenge the way you design innovation processes. With both market and technology perspectives, it will help you focus on innovations that deliver the most value to customers to generate the most value for your firm. [click here.](#)

Program Date: June 16-19, 2014

Cost: \$8,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Wiley College

Group and Organizational Behavior (MANA3333)

This course is a study of group behavior and the effect of group functioning on organizational effectiveness. Emphasis is placed on decision-making, task performance, and resolving group conflicts, development of strategies for efficient and productive group management. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$ 927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

Organizational Communication (MANA3355)

This course is a study of the role of communication in creating a productive organizational environment. Students are assisted in developing and strengthening communication skills by focusing on interpersonal relationships, groups and presentation skills. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$ 927

Contact Information: Dr. Donald White, Director- 903-927-3238, dwhite@wileyc.edu

[Table of Contents](#)**Wisconsin School of Business****Leadership Beyond Management**

To succeed in today's business environment, organizations need managers who demonstrate flexibility and empathy, while remaining true to the core values of the organization. Successful leaders understand how their personal character and attributes can positively or negatively affect their credibility and the bottom line. [Additional information may be found here at the Wisconsin School of Business's website.](#)

Dates: 11/3/14-11/7/14

Location: WI

Cost: \$4500

Contact Information: (608) 441-7346

Worcester Polytechnic Institute**Advanced Program Management Certificate**

Today's programs are larger and more complex than ever and the need for highly skilled program managers is growing exponentially. While hands-on experience is invaluable, it is also essential to learn from seasoned professionals who can help you bring your game to the next level. Enrolling in WPI's *Advanced Program Management Certificate* can help experienced program managers to become more efficient and proficient at managing challenging projects and programs. Attendees should have completed at least a project management discipline workshop or have reasonable background/experience in program management and managing multiple and/or high value projects. [click here.](#)

Dates: TBD

Location: Radisson Hotel, Chelmsford, MA

Costs: \$4,770

Contact Information: Phone 508.831.5517 or Email at cpe@wpi.edu

Xavier University

Business Writing for Results

This is a highly participative workshop that enables you to write effective emails, letters and reports. Through this hands-on program will learn to write, edit and proofread more quickly, easily and confidently, thus making your day-to-day responsibilities that much easier to accomplish. With detailed, step-by-step instructions on making the most of every communication, participants will learn how to develop a reader-centered approach to writing that both grabs and keeps reader's attention and influences them into positive action. You will develop small-step practices that help you sustain good writing habits throughout your business career. [click here](#).

Dates: April 16, 2014

Costs: \$595

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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Change Leaders Toolkit

Change Leaders Toolkit is a hands-on program, focused completely on specific changes that participants are leading in their organizations. Leaders practice applying tools for facilitating change, so they can immediately use tools from this program to make a difference in their organization, and impact the success of their change initiatives. [click here](#).

Dates: March 25, 2014

Costs: \$595

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Leadership Foundations Certificate Program

The Leadership Foundation Certificate is a hands-on, multi-layered learning experience. The overall approach is to provide framework for understanding of who you are as a leader, where you want your team or organization to go, and how you are going to get there. [click here](#).

Dates: TBD

Costs: \$4,850

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Managing with Different Leadership Styles

In Managing with Different Leadership Styles, you will develop an understanding of the key considerations that determine which leadership approach will be most effective to accomplish your goals. This engaging program combines facilitated hands-on learning opportunities with supplemental “Action Experience” activities to try after completion of the program. Specifically, individuals practice assessing situations, choosing and applying styles and debriefing outcomes. This pragmatic approach allows participants to experiment, build upon past learning, and apply flexible leadership concepts to specific situations and challenges. [click here](#).

Dates: April 1, 2014

Costs: \$595

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Strengths-Based Leadership

Strengths Based Leadership includes an in-depth assessment of your leadership strengths, and helps you integrate the results of this assessment with your specific business goals. There are opportunities to focus and practice how to leverage your individual strengths, through role playing and hands on activities, allowing for learning in a low risk environment. [click here](#).

Dates: April 8, 2014

Costs: \$595 USD

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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ECQ 2: Leading People

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Alabama Agricultural and Mechanical University

Management and Labor Relations

This course introduces students to substantive topics that define and explain the relationship between labor and management. It examines the history of the labor movement and the rights and duties of both parties as defined by various labor laws. It also examines the labor relations process as it relates to negotiating and administering the labor agreement, and resolving issues related to employee discipline, rights and prerogatives of management and employee groups, wage issues, administrative issues and the use of arbitration to resolve labor disputes and maintain labor peace. Moreover, it examines how the labor relations process works in the public, federal and non-traditional sectors of the economy. (3 sem hrs). (Prerequisite: MGT 515) [Additional information may be found here at the Alabama Agricultural and Mechanical University's website.](#)

Dates: TBD

Location: AL

Cost: \$354.00 per semester hour

Contact Information: 256-372-5266

Albany State University

Organizational Behaviors & Effectiveness (MGMT5110)

This course is designed for students to learn individual and group skills required for effective functioning in an organizational context. The course highlights the leadership and managerial competencies needed to create and maintain organizations that are effective, successful, and earn above average returns on their investments. [Additional information may be found here at the Albany State University's website.](#)

Dates: Fall/TBD

Location: GA

Cost: \$335

Contact Information: 2229-430-4661

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Benedict College

Human Resources Management

The course is a study of managerial policies, techniques, and methods, which influence the organization of work, selection, hiring, placing, training, and supervision of workers. The management structure is reviewed in order to ascertain the position of the personnel division relative to its authority and responsibility within the business enterprise. [Additional information may be found here at the Benedict College's website.](#)

Dates: TBD

Location: SC

Cost: TBD

Contact Information: (803) 253-5000

Principles of Management

The primary focus of this course includes the theories, concepts, and principles necessary for effectively managing the various functional activities inherent in management and the management process and the issues and problems confronting the modern manager. The course combines the familiar and traditional analysis of the management process and the presentation of management principles with the newer system concepts. [Additional information may be found here at the Benedict College's website.](#)

Dates: TBD

Location: SC

Cost: TBD

Contact Information: (803) 253-5000

Bethune-Cookman University

Master's in Transformative Leadership (All relevant courses can be found within this program)

The Master of Science degree program in Transformative Leadership is an applied interdisciplinary study of leadership theories and practices within a value driven curriculum where the values and actions of leaders are critically examined in the light of leadership theory to produce more effective individual and collective decision-making. The study of transformative leadership will equip leaders and their organizations to explore values of diversity, community engagement, and ethics for organizational and individual change in response to radical shifts occurring within our global and technological society. [Additional information may be found here at the Bethune-Cookman University's website.](#)

Dates: TBD

Location: FL

Cost: TBD

Contact Information: 386-481-2000

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Bluefield State College

Organizational Behavior

A study of individual and group behavior and organizational processes within the total organization. Major topics covered include: learning, perception, attitudes, job satisfaction, personalities, stress, motivation, group formation and processes, leadership, communication, conflict, and organizational change and development. [Additional information may be found here at the Bluefield State College's web-site.](#)

Dates: Spring/Fall

Location: WV

Cost: \$233

Contact Information: 304-327-4000

Bradley University

Building Leaders

Participants will complete a battery of [leadership assessments](#), including 360-degree feedback. [Individual Coaching](#) is offered to each participant and will take place after the program. [click here.](#)

Dates: April 9-11, 2014

Location: Peoria NEXT Innovation Center, Peoria, IL

Fee: Early Bird Registration Fee- \$1,950 Regular- \$2,150

Contact: Toll-Free: 888-409-4740 or 309-677-4420

Maximizing Your Leadership Potential

This program is designed to address the specific leadership challenges of early-career managers and supervisors; it will equip you to achieve lasting, sustainable results through people. This program immerses participants in four fundamental areas: self-awareness, learning agility, communication, and influence. In addition, you will work on two issues that are particularly challenging for most first-time managers: managing conflict and building relationships. For more information about this program, [click here.](#)

Dates: May 14-16, 2014

Location: Chicago Summit Executive Centre, Chicago, IL

Fee: \$4,100

Contact: Toll-Free: 888-409-4740 or 309-677-4420

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BRODY Professional Development (BRODY)

Move from Conflict to Collaboration

Not seeing eye-to-eye is a normal and healthy aspect of organizational life. However, poorly handled conflict can wreak havoc on your team's productivity and morale. This BRODY coaching program will teach you how to manage disagreements effectively and confidently and how to apply powerful tactics to transform workplace conflicts into resolutions. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

Coach with Courage, Clarity, and Conviction

It may not be easy, but coaching is necessary to make individuals and teams more successful, and, ultimately, get results. Coaching is more than giving feedback and advice. Our definition of "coaching" is ...Saying the right thing and asking the right questions to the right people at the right time, in the right manner. Being "courageous" is offering coaching when it isn't easy or comfortable. [click here.](#)

Dates: All dates TBD by participant

Location: TBD

Cost: \$5,000 - \$6,000 see below

Registration: Online Registration not available for this course, please see contact # below

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

Building Strong Teams and Team Building

Since every team is unique, BRODY's team building process is developed around each team's unique needs. Our facilitators work to gain an in-depth understanding of team dynamics, and customize every coaching program to help the team grow stronger than the sum of its parts. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel

Registration: Online Registration not available for this course, please see contact # below

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

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Understanding Behavioral Styles

The ability to collaborate with, influence or persuade others depends largely on how well we can see their perspective and adapts our approach accordingly. We must be able to identify the strengths and challenges of differing behavior styles. This BRODY workshop gives participants a unique opportunity to gain insight into their own dominant style, and how they click or clash with other styles. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel for Senior Training Consultant OR
\$5,500 for Marjorie Brody, Certified Coach and Owner

Registration: Online Registration not available for this course, please see contact # below

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

Bridging the Generational Gap

Overview: Corporate America is now experiencing the largest diversity in age groupings represented in the workplace than at any other time in U.S. history. With this diversity comes a new leadership challenge — successfully bridging the generation gaps at work. In this coaching session, you'll deepen your understanding of the differences that divide the generations, and learn how you can leverage them to enhance team and organizational success. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel

Registration: Online Registration not available for this course, please see contact # below

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

Leadership Presence: Inspire Trust, Confidence and Credibility

This highly interactive program will teach you how to harness your own communication style to connect with colleagues, managers, and clients — and project confidence, authority, and authenticity. Begin with the basics of leadership presence and choose the modules that best meet your needs. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel

Registration: Online Registration not available for this course, please see contact # below

Point of Contact: Tina

Phone: 215-908-4601 or 215-886-1688

Email: tina@brodypro.com

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Brookings Institution

Creating High-Performance Teams

Teams are essential to solving today's complex, high-profile problems and piloting new initiatives and innovations. Government executives and managers must be able to delegate authority and responsibility within the team in a way that develops good collaborative skills and new leaders among the team members. They need to integrate the work of a wide variety of teams into organizational outcomes and future planning. In this course, you will learn the basic steps needed to build effective teams and sustain high performance over time. In addition, the program will help you frame your team's goals, empower members and facilitate internal group dynamics to optimize team performance. The course objective is to help you leverage organizational capacity by creating high-performance teams. For more information on this program, [click here](#).

Dates: May 13-14, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact Number: (800) 925-5730

Global Leadership: Leveraging Differences

The 21st century has created an entirely new context in which to lead. A globalized and mobile society, an unprecedented pace of change, and complex and seemingly intractable problems present new challenges and opportunities for today's executive. Increasingly, public leaders are called upon to be "globally competent," understand many cultures, and leverage this knowledge to create the vital organizations necessary for solving 21st-century problems. For more information on this program, [click here](#).

Dates: May 20-21, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact Number: (800) 925-5730

Leaders Growing Leaders: Developing Others

This engaging three-day workshop takes a deep dive into best practices for developing others. It will help you develop your own coaching skills so you can be a catalyst who equips employees with the ability to perform at higher levels. The course also teaches you about the unique attributes of each generational cohort in the workplace and ways to connect with each of them. [click here](#).

Dates: TBA

Location: Brookings Institution (Washington DC)

Cost: \$2,695

Contact Number: (800) 925-5730

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Managing the Federal Employee: Discipline and Performance Process

In this lively program, you will learn practical tools to expertly manage discipline and performance issues among your employees. Employee satisfaction surveys consistently report more than 25% of the workforce is underperforming, making it vital for managers to successfully resolve performance issues. Learn the basics of federal personnel employment law that relate to performance. Develop a new ability to handle your most difficult employment issues, boost morale in the workplace, improve productivity, and avoid damaging lawsuits. [click here.](#)

Dates: June 10-11, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,300

Point of Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Motivating People in Austere Times

How do you keep your workforce motivated in times of budget cuts, furloughs, and layoffs? How do you achieve your organization's objectives when the workforce is confronted with the prospects of limited promotion opportunities and continued pay freezes? How do you help people cope with the stress of an increased workload with fewer resources? [click here.](#)

Dates: April 22-23, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Point of Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Public Leadership 21C

Leading public organizations has never been more challenging. Faced with shrinking budgets, an aging workforce, and rapid change, public managers must build and hone a wide array of leadership skills to deliver on the promise of American life. For more information on this program, [click here](#)

Dates: TBD

Location: Brookings Institution (Washington DC)

Cost: \$4,950

Contact Number: (800) 925-5730

Strategies for Conflict Resolution

Conflict is inevitable in the workplace. The effective management and resolution of these conflicts can be the impetus for constructive change but often require communication skills that many professionals have not developed. This course will consider the skills participants need to handle the difficult conversations that are necessary for resolving disputes. For more information on this program, [click here.](#)

Dates: June 11-12, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact Number: (800) 925-5730

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California State Polytechnic University, Pomona

Leadership & Ethics (MSL303/303A)

Examines the role that communications, values, and ethics play in effective leadership. Topics include ethical decision-making, consideration of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication abilities. [Additional information may be found here at the California State Polytech University - Pomona's website.](#)

Dates: Fall

Location: CA

Cost: \$ 676

Contact Information: J. Michael Ortiz - 1-909-869-2954

California State University, Fresno

Administration and Organizational Behavior

Development of management skills with emphasis on organization, communication networks, leadership, reward systems, conflict management, change, ethics, and stress. Case analysis, written projects, small group exercises. [Additional information may be found here at the California State University - Fresno's website.](#)

Dates: TBD

Location: CA

Cost: \$394

Contact Information: (559) 278-0964

Executive Master of Business Administration (EMBA)

The EMBA is the same degree as the Craig School of Business traditional MBA program, requiring 36 units. Executive MBA students enjoy flexibility and personal attention, and are taught by top professors from the Craig School who focus on real world applications. Through team-based learning, students develop a close network with their colleagues, and learn to analyze complex problems as well as deal with strategic issues. The program accommodates the busy executive using a cohort system and a preset course schedule with most classes meeting on Saturdays. This Executive MBA program provides a broad business curriculum that prepares the graduate for the competitive global community, including a culminating experience in a foreign country. [Additional information may be found here at the California State University Fresno's website.](#)

Dates: Twice a Year

Location: CA

Cost: \$ 37,000

Contact Information: (559) 278-2107 Tom Burns

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California State University, Long Beach

Graduate Certificate in Public Sector Employer - Employee Relations and Personnel Management

This program is designed for public sector managers and those aspiring to enter public service who need the knowledge, skills, and abilities required to deal effectively with the critical area of public sector employee relations and personnel management. The primary goal is to provide the necessary training for public managers to effectively utilize human resources to their greatest potential in conjunction with the needs of the public organization. [Additional information may be found here at the California State University, Long Beach's website.](#)

Dates: TBD

Location: CA

Cost: TBD

Contact Information: 562.985.4111

Principles of Management and Operations

Principles and theories of management, organization theory, planning and control techniques. Management of the overall organization and the production/operation systems of organizations. [Additional information may be found here at the California State University - Long Beach's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$405

Contact Information: (562) 985-8597

California State University, Los Angeles

Communication Strategies in Conflict Management

This course examines the communication theories and strategies underlying the nature of conflict in contemporary society. Provides students with the necessary skills to effectively manage conflict. [Additional information may be found here at the California State University - Los Angeles's website.](#)

Dates: Fall

Location: CA

Cost: \$1588

Contact Information: (323) 343-5468

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California State University, Sacramento

Leadership and Change Management

Introduce the concept of leadership in business organizations. The key themes of the course are leading teams and leading during times of change. [Additional information may be found here at the California State University - Sacramento's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$ 875

Contact Information: (916) 278-5856

Organizational Design and Managemenet

The course reviews the macro perspective of organization theory (structure, process, technology, people, and culture) that will require attention to organization structure, human resources, design, control, culture and inter-organizational relationship. [Additional information may be found here at the California State University - Sacramento's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$875

Contact Information: (916) 278-5856

California State University, San Marcos

Leadership and Business Ethics

In-depth analysis of the process of leadership and ethics in organizations. Focuses on students' ability to conceptualize, integrate, and apply diverse approaches to the leadership and motivation of people in organizations, and highlights the importance of ethical behavior by leaders and followers. [Additional information may be found here at the California State University - San Marcos's website.](#)

Dates: Summer 2014

Location: CA

Cost: \$480

Contact Information: (760) 750-8030

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California State University, Stanislaus

Business Organization, Theory & Behavior

The study of individual and group behavior in organizations. Identification and application of behavioral science research methods and theories for the practicing manager. Motivation, interpersonal relations and communications, leadership, and managing change are some of the topics to be covered. [Additional information may be found here at the California State University, Stanislaus-Academic's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$6 units, \$1587

Contact Information: 209-667-3298

Carnegie Mellon University

Leadership as a Daily Challenge

Leadership as a Daily Challenge: An Integrated Approach strengthens the abilities and confidence of mid- to upper-level managers. After the six-day program, participants understand what it takes to be an inspired and effective leader to successfully lead their teams in a dynamic world. Graduates understand the critical success factors for today's business environment, can effectively align and motivate people, and know how to manage confidently in an atmosphere of change. [click here.](#)

Dates: October 6-10, 2014

Location: Carnegie Bosch Institute, Pittsburgh, PA

Cost: \$6,700

Contact Number: 412-268-7812

Center for Creative Leadership

Maximizing Your Leadership Potential

If you're managing other people for the first time, you know that the shift from successful individual contributor to effective manager can be tricky. As a first-time manager or supervisor, your perspective expands, your responsibilities increase, and your ability to achieve goals requires a whole new level of people skills. To be an effective leader, you need a solid grip on your own leadership style, strengths and weaknesses — as well as an array of tactics for getting the best performance out of others. Maximizing Your Leadership Potential addresses your specific leadership challenges and prepares you to achieve results by leading others. [click here.](#)

Locations: Greensboro, NC; San Diego, CA; St. Petersburg, FL; Bradley University, Chicago, IL; College Park, MD

Dates: For dates, [click here.](#)

Cost: \$4,100

Contact Number: 1-336-545-2810

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Leadership Development Program

The Leadership Development Program is designed to address the leadership tensions inherent in leading in the middle zone. LDP builds the skills and confidence you need to build commitment and translate strategy into effective action. LDP is for experienced managers who work in the "middle zone" of the organization. These managers are responsible for leading other managers and/or senior professional staff. They are operational, group or department managers who have several management-level direct reports and work with multiple peers, often across functions. [click here.](#)

Locations: Greensboro, NC, Colorado Springs, CO, San Diego, CA,

Dates: For dates, [click here.](#)

Cost: \$6,900

Contact Number: 1-336-545-2810

Central State University

Organizational Behavior (MGT3381)

Focus is on individual and group behavior in the organizational setting. Employees in an organization are both individuals and members of groups, and it is necessary to consider both aspects of their behavior

[Additional information may be found here at the Central State University's website.](#)

Dates: Fall Semester/TBD

Location: OH

Cost: \$245

Contact Information: 1-513-376-6011

Cheyney University of PA

Difficult Conversations

Gain insight into understanding how difficult conversations arise and how to prepare for them. Learn some techniques to handle difficult conversations. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: 3/24/2014

Location: Bloomsburg University, PA

Cost: 0

Contact Information: 610.436.3380 (for technical difficulties)

Ethnic Groups and Diversity

In this course students study how various ethnic groups have shaped and influenced the political and social structures within the United States and selected international communities. Special attention is given to ethnic diversity among elected and administrative officials. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (215) 560-3891

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Clark Atlanta University

Management of Organizations (CSB 5711)

Fosters student's ability to analyze, understand, and design organizational systems; focus on organizational design as a managerial tool for influencing individual behavior; special attention on structure, the selection process, performance, appraisal, control systems, and reward practices as means for affecting human behavior in organizations. [Additional information may be found here at the Clark Atlanta University's website.](#)

Dates: Fall 2014

Location: GA

Cost: \$2,160

Contact Information: (404) 880-8454

Organizational Behavior (MGT3381)

Emphasis on developing understanding and knowledge of organizational behavior and human performance in the organization setting. [Additional information may be found here at the Clark Atlanta University's website.](#)

Dates: Fall 2014

Location: GA

Cost: \$2,160

Contact Information: (404) 880-8454

Clovis Community College

Principles of Management (MGMT201)

An introduction to the basic theory of management including the functions of planning, organizing, staffing, directing, and controlling. Content also includes strategic formulation, implementation, and decision making; organizational change; human resource development; behavioral aspects of group processes; problem-solving and creativity; team building and leadership skills; and management of global markets. [Additional information may be found here at the Clovis Community College's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$117

Contact Information: 1-575-769-2811 - Ron Biddle

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College of New Rochelle

PAD624 Business and Professional Presentations

This is a course in public speaking and speech writing in the context of organizational communication and public relations. Audience analysis, message selection and delivery with the use of audiovisual aids are used. Techniques of handling the media through press conferences, briefings and meetings are also analyzed. [Additional information may be found here at the College of New Rochelle's website.](#)

Dates: Fall 2014

Location: NY

Cost: \$894 per unit

Contact Information: (914) 654-5000

PAD640 Leadership & Team Building

Covers the study of theory and research on leadership. It pays special attention to the development of leadership skills and the mastery of team building strategies. [Additional information may be found here at the College of New Rochelle's website.](#)

Dates: Fall 2014

Location: NY

Cost: \$894.00

Contact Information: (914) 654-5000

College of Saint Benedict

International Organizational Behavior (GBUS308)

Global managers must have the ability to integrate people from varied cultural backgrounds in pursuit of organizational goals. People from diverse cultural backgrounds vary in terms of their organizational behavior. This course will address topics such as motivation, leadership, and group dynamics in the intercultural workplace. Students will analyze their own attitudes and abilities in relation to managing people in the global context. [Additional information may be found here at the College of Saint Benedict's website.](#)

Dates: Fall 2014

Location: MN

Cost: \$2107

Contact Information: Sanford Moskowitz, Chair Management Department Global Business Leadership
320-363-2048
smoskowitz@csbsju.edu

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College of Saint Mary

Organizational Culture and Change (MSOL655)

Negotiation is a fundamental process that is used in making business deals, in managing working relationships with others and in resolving conflicts. Negotiations occur for two reasons: (1) to create something new that neither party could do on its own, or (2) to resolve a problem or dispute between parties. Conflicts are common in any organization and in any relationship between individuals or organizations. The ability to manage and resolve conflicts effectively is critical in today's organization. Because we all negotiate about many things in many different situations, knowledge about and skill in negotiating is essential to anyone who works with and through other people to accomplish objectives.

[Additional information may be found here at the College of Saint Mary's website.](#)

Dates: Fall 2014 starts 8/17

Location: NE

Cost: \$1710

Contact Information: (800) 926-5534

Colorado State University

Fundamentals of Management

Managerial process of planning, directing, and controlling inputs of an organization. Analysis, decision making, and survey of research literature. [click here.](#)

Program Dates: Spring, summer, or fall semester

Location: Online

Cost: \$1,137

Contact Number: (970) 491-5323

Columbia University

High Impact Leadership

This program provides a profound understanding of how you are perceived as a leader in the context of your organization. Through a dynamic mix of lectures, discussions, 360-degree feedback, one-on-one coaching, and self-assessment tools, you learn concrete ways to improve your leadership abilities.

At the conclusion of this six-day program, you have an action plan for managing yourself and leading others to improved performance, and are more effective at communicating direction and inspiration that aligns people and objectives. [click here.](#)

Program Dates: September 14-19, 2014; December 7-12, 2014

Application Deadline: Rolling Admission depending on space; all pre-program assignments are due 1 month before the start date of the program

Location: IBM Palisades Conference Center – Palisades, NY (residential)

Cost: \$10,750 USD

Contact Number: 212.854.0616

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Columbia Senior Executive Program

The Columbia Senior Executive Program (CSEP) is designed to provide them the knowledge and tools that will help them to lead from this higher level and make sense of complex environments. Over the course of four weeks, CSEP provides in-depth sessions covering leadership and strategy, functional excellence, and global business issues. At the end of the program, participants emerge stronger and more focused leaders, better able to develop and communicate their vision and implement change. [click here](#).

Dates: Four consecutive weeks: April 27 - May 23, 2014; October 19 – November 14, 2014.

2x2 Options: April 27–July 18, 2014. This session consists of two modules (April 27 – May 9 and July 6–18, 2014) with program work between modules.

Location: [Dolce Norwalk](#), Connecticut and New York City.

Tuition: Four consecutive weeks: \$49,500; 2x2 Option \$53,500

General Management Leadership Program

The General Management Leadership Program shortens the learning curve by developing the skills needed to achieve excellence as a cross-functional executive. During the program, you discuss the role of the General Manager with peers from across the world in various industries such as finance, manufacturing, and information technology. You learn how to maximize people and resources, develop a broader understanding of integration across functions, and make accurate projections to enhance your organization's effectiveness and profitability. [click here](#).

Dates: October 19-31, 2014

Location: Dolce Norwalk, CT (1 hour North of New York City)

Tuition: \$26,850

Columbia Essentials of Management

Columbia Essentials of Management is designed to meet those needs. In only two weeks, this comprehensive program allows participants to build critical business foundations in strategy, marketing, and finance—all while developing leadership skills. Interactive sessions and small-group work stretch your abilities and test your assumptions. Case discussions, simulations, workshop activities, and exercises provide the opportunity to apply your learning to actual business challenges. [click here](#).

Program Dates: June 8-20, 2014; November 2 – 14, 2014

Application Deadline: Rolling Admission depending on space

Location: IBM Palisades Conference Center – Palisades, NY

Cost: \$24,850.00 USD

Contact Number: 212.854.0616

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Columbia Management Institute

The Columbia Management Institute program is convenient option for executives to master fundamental management concepts. It is a comprehensive program focusing on essential business concepts in management, leadership, strategy, finance, and marketing. The program is designed to be accessible for executives and entrepreneurs seeking an intense yet convenient learning experience by offering a 13-day program consisting of Friday and Friday and Saturday sessions over five months. This schedule not only allows executives living within commuting distance to New York City to continue working, but also provides them with tools they can implement immediately and realize the benefits in real time, adjusting and customizing their experience at Executive Education as needed along the way. [click here.](#)

Dates: TBD

Location: [Columbia University Campus](#), New York City

Tuition: \$23,000

Emerging Leader Development Program

Specially developed for midlevel executives who are about to take on larger managerial responsibilities and need to expand their leadership capabilities. This program is a journey of self-reflection, practical applications, and change. Across five days (six days for the residential session), ELDP will provide participants a wide range of learning opportunities. First, a 360-degree feedback tool, along with 1 on 1 consultation on results, allows participants take a greater look at the strengths and weaknesses in their leadership. [click here.](#)

Dates: April 7-11, 2014; October 5 – 10, 2014

Application Deadline: None

Location: Columbia University, NY; Dolce Conference Center: Norwalk, CT.

Cost: \$9,400.00 (Spring 2014 – non-residential); \$9,850.00 (Fall 2014 – residential)

Contact Number: 212.854.0616

Personal Leadership and Success

This program takes the view that to succeed professionally one needs to develop another dimension of leadership consisting of the ability to understand and direct one's internal environment—goals, motivations, mindsets, and emotions. This three-day program offers a distinctive approach that integrates recent findings in psychology, neuroscience, and cognitive behavior therapy with explorations of the inner lives of great achievers such as Mahatma Gandhi, Abraham Lincoln, and Nelson Mandela. [click here.](#)

Dates: July 22-24, 2014; December 3-5, 2014

Application: Rolling Admission depending on space; pre-program assignments are due 2 weeks before the program start date

Location: Columbia University, NY campus

Cost: \$5,850.00

Contact Number: 212.854.0616

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Leadership Essentials

The course is designed to help participants maximize their leadership potential in a minimum amount of time. During the program participants improve their abilities in such areas as team leadership, emotional intelligence, conflict management, and managing change—issues that organizations are facing more often in today's rapidly changing world. Over two days, LE focuses on several of the skills that great leaders possess. Participants will leave with insights into being better decision makers, negotiators, and agents of organizational change. [click here](#).

Dates: April 2-3, 2014; July 16-17, 2014; November 12-13, 2014

Application: None

Location: Columbia University, NY

Cost: \$3,250.00

Contact Number: 212.854.0616

Senior Leaders Program for Nonprofit Professionals

The Senior Leaders Program is a unique and transformative experience, designed to help nonprofit leaders successfully develop their organizations' directions, policies, and programs. It is a highly interactive 20-day program (four non-consecutive weeks, each with specific objectives) for senior executives that explores the foundations of management, helping participants to sharpen their skills in strategic management, finance, fund development, marketing, and organizational behavior. The program provides participants the opportunity to step back, see the big picture, and develop an actionable plan. Through intensive exercises, faculty interaction, and collaboration with diverse peers, participants learn to integrate theory and practice, giving them tools that are immediately applicable at their organizations.

[click here](#)

Dates: Four Modules: TBD

Location: Columbia University Campus, New York City

Tuition: \$9,500, tuition assistance may be available. Include materials and some meals.

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Concordia College, Selma

Organizational Behavior (BUS 492)

This course is designed to examine the concepts and theories from the behavioral science, which explains human behavior within organizations. The focus of this course is on human behavior in an organizational context. It will provide the student with an understanding of the concepts of organizational functioning and human behavior with an emphasis on the application of these concepts to managerial problems. [Additional information may be found here at the Concordia College, Selma's website.](#)

Dates: TBD

Location: AL

Cost: \$1245

Contact Information: (334) 874-5700

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Coppin State University

Approaches to Managing Conflict & Methods of Disput Resolution

This course introduces the student to various approaches to managing conflict. Reflective of Mary Parker Follett, the course explores approaches to conflict based upon domination, compromise and integration. The course then introduces the student to various methods of dispute resolution, including litigation, negotiation, mediation and arbitration. [Additional information may be found here at the Coppin State University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$345

Contact Information: 1-410-951-3000

Cosumnes River College

Communicate Successfully in the Organization

This course explains how communications facilitates knowledge sharing, aids decision-making, coordinates work activities and fulfills the need for affiliation. The manner in which the communication process is used to form, encode and transmit the intended messages and provides feedback to the sender is discussed. This unit shows various ways to improve the communications. Individual and company-wide solutions are offered. All work must be completed, turned in, and the final exam completed prior to the first day of the regularly scheduled semester finals. [Additional information may be found here at the Cosumnes River College's website.](#)

Dates: TBD

Location: CA

Cost: \$18.00

Contact Information: 916-691-7344

Cottey College

BUS 315 Operations Management

This course identifies and solves managerial problems relating to the production and delivery of goods and services. It examines project management, job design, factory capacity, layout planning, forecasting, inventory, and quality control through mathematical models and case studies. [Additional information may be found here at the Cottey College's website.](#)

Dates: Fall 2014/Spring 2015

Location: TX

Cost: \$650.00

Contact Information: (417) 667-8181

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BUS 320 Principles of Management

This course introduces the functions of management that apply to any organization, including overviews of concepts, theories, and practices, the processes of developing plans and corporate strategy, structuring work relationships, coordinating activities, directing and motivating subordinates, and controlling functions that lead to organizational success. Roles and responsibilities of managers, effective decision making, productivity, and theories of human behavior will also be explored. [Additional information may be found here at the Cottey College's website.](#)

Dates: Fall 2014/Spring 2015

Location: TX

Cost: \$650.00

Contact Information: (417) 667-8181

CUNY Borough of Manhattan Community College**Business Organization and Management BUS200**

This course covers the total structure and character of modern business from initial organization through grouping of essential functions into operating departments. Management and the decision-making process, financing, operations, and marketing considerations are studied, with actual cases used to illustrate problems in small and big businesses. [Additional information may be found here at the CUNY Borough of Manhattan Community College's website.](#)

Dates: Fall

Location: NY

Cost: \$705.00

Contact Information: 1-212-220-1439 - Antonio Perez

CUNY City College**The SHRM Essentials of HR Management**

This is an introductory course offering a comprehensive overview of human resource roles and responsibilities. This course is ideal for those who are just starting in the human resources profession or those who are looking for an effective way to boost their employee management skills. Participants will receive critical knowledge in areas of Human Resource Management, Employment Law, Employee Development, Performance Management and more. [Additional information may be found here at the CUNY City College's website.](#)

Dates: Fall - 5 Sessions, 15 hours

Location: NY

Cost: \$549.00

Contact Information: 1-212-650-7000

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Delaware State University

Social Psychology (SOCJ303)

Analysis of interpersonal behavior with emphasis on the organization and dynamics of social groups and the impact

of such groups on the development of attitudes, values, and emotions, etc. [Additional information may be found here at the Delaware State University's website.](#)

Dates: TDB

Location: DE

Cost: \$786

Contact Information: 1-302-857-6060

DePaul University

Effective Presentation and Communication Skills Certificate

The Kellstadt Marketing Center's Effective Presentation and Communication Skills Certificate Program is designed to help you become a better, more effective presenter. Taught by Dr. Joel Whalen, a nationally acclaimed communications author, the program will help you learn how to make clear, concise presentations to audiences from 1 to 1,000. As one of the most outstanding presentation coaches available, Dr. Whalen will teach you how to manage speech anxiety, speak up in difficult situations, work effectively in teams, advance relationships, and build message packaging and delivery skills. [click here.](#)

Dates: Wednesdays May 21 - June 11, 2014

Location: Chicago Loop campus

Cost: \$765 (\$75 late fee applied to registrations after 2/19/14 and 5/14/14)

Contact: E-mail: jmurray9@depaul.edu Telephone: (312) 362-5913

Strategic Management

The Strategic Management Certificate Program gives you an understanding of the discipline of strategic management as a whole and breaks down the required phases and steps for planning, implementation and evaluation of strategy as a management process. The 10-week program immerses you in the industry's most widely respected and universally applied practices in strategic management. Aligned with the Association for Strategic Planning (ASP) "Lead -Think-Plan-Act" Body of Knowledge, you will gain valuable experience and establish a pathway to [ASP Certification](#) as a [Strategic Planning Professional \(SPP\)](#), [Strategic Management Professional \(SMP\)](#) or association designation as a [Strategic Planning Associate \(SPA\)](#). [click here.](#)

Dates: TBD

Location: Online

Cost: \$1,695(\$75 late fee applied to registrations received after 1/29/14)

Contact: E-mail: emcdonag@depaul.edu; Telephone: (312) 362-5295

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Dillard University

Operations Management (BM 438)

This course seeks solutions to the problems anticipated in locating, designing, operating and controlling the productive systems of business. Topics include the production and operation function, methods of forecasting demand capacity, requirements planning, location, layout and handling decisions, resources procurement and operations control, scheduling and resource allocation, and development of efficient work methods. [Additional information may be found here at the Dillard University's website.](#)

Dates: Summer

Location: LA

Cost: \$498

Contact Information: 504-816-4662

Eastern New Mexico University

Communication and Collaboration Methods (SPED 345)

Strategies for developing skills for leadership, interpersonal communication, collaboration and consultation, teaming, transition, and coordination with families of individuals with diverse abilities, other professionals, and community agency personnel. [Additional information may be found here at the Eastern New Mexico University's website.](#)

Dates: July 7/Summer

Location: NM

Cost: \$838.50

Contact Information: 575.562.1011

Instructional Leadership (CI 540)

Educational leaders contribute to students' success through informed decision-making and practice. Focuses on developed and emerging curricular and instructional practices that contribute to student achievement. [Additional information may be found here at the Eastern New Mexico University's website.](#)

Dates: July 7/Summer

Location: NM

Cost: \$838.50

Contact Information: 575.562.1011

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Leadership (EDAD 526)

Examination of current literature and major writers relative to theories of leadership. All students will develop a personal set of goals for the development of their own “leadership style.” [Additional information may be found here at the Eastern New Mexico University’s website.](#)

Dates: July 7/Summer

Location: NM

Cost: \$838.50

Contact Information: 575.562.1011

Management and Organizational Behavior Theory (MGT 313)

The theory and practice of managing individuals, groups and organizations as well as an investigation into how organizational structures and cultures impact the performance of people. Prerequisite: Entry into the MBA program. [Additional information may be found here at the Eastern New Mexico University’s website.](#)

Dates: July 7/Summer

Location: NM

Cost: \$838.50

Contact Information: 575.562.1011

Edward Waters College**Organizational Behavior (MAN 460)**

Learners examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to learners’ work-related projects. [Additional information may be found here at the Edward Waters College’s website.](#)

Dates: TBD

Location: FL

Cost: \$1,417

Contact Information: 888-898-3191

Elizabeth City State University**Human Resources Management (MNGT 321)**

Introduces student to fundamental theory and practices relating to the interviewing, hiring, training, scheduling, placing, supervising, compensating, evaluating, promoting, and dismissing of personnel. Additional information may be found here at the Elizabeth City State University’s website.

<http://www.ecsu.edu/academics/docs/ECSUCatalog2010-2012.pdf>

Dates: Summer/Fall

Location: NC/online

Cost: \$1,587

Contact Information: 252-335-3400

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Leadership and Teamwork (MNGT 345)

This course provides students with an understanding of the theory and practice of leadership in organizations, as well as the theory and practice of teamwork. It provides students with opportunities to expand their leadership skills as they learn more about working in and leading teams. [Additional information may be found here at the Elizabeth City State University's website.](#)

Dates: Summer/Fall

Location: NC/online

Cost: \$1,587

Contact Information: 252-335-3400

Emory University**Talent Strategies and Management**

Talent Strategies and Management enables participants to strategically plan, manage, and grow their leadership pipeline in three areas: talent identification, development, and retention. After completing *Talent Strategies and Management*, you will have the ability to understand your role and the role of the organization in implementing effective talent management practices, recognize which talent management practices are appropriate or best suited for your department and/or organizational context, and determine how they should be executed, and execute talent management activities with your peers, direct reports, and others within your organization. [click here.](#)

Dates: April 15-16, 2014

Cost: \$1,995

Phone: 404.727.2200

Contact Information: ExecutiveEducation@emory.edu

Fayetteville State University**Organizational Behavior (MGMT 615)**

This course explores importance of human behavior in reaching organizational goals. Course emphasis: managing individual and interpersonal relations; group and inter-group dynamics; leadership, communication and motivation skills in managing organizational performance and change. [Additional information may be found here at the Fayetteville State University's website.](#)

Dates: Spring/Fall

Location: NC

Cost: \$399

Contact Information: 910.672.1371

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Florida A&M University

Organizational Behavior(MAN 4240)

This course examines the actions and attitudes that individuals exhibit within an organizational context. It utilizes both theory and practical application to analyze how individuals and groups impact the behavior within an organization. It develops an understanding of organizational phenomena regarding individual differences, interpersonal influence, communication, leadership, power and politics, ethical decision-making, motivation, and organizational culture. The focus is on improving productivity and other areas of performance improvement. [Additional information may be found here at the Florida A&M University's website.](#)

Dates: Spring

Location: FL

Cost: \$306

Contact Information: 850-599-3000

Florida Memorial University

Organizational Theory and Design

This course identifies, defines and integrates perspectives of organizational theory and design. This course also identifies the elements of change and the impact of change on organizations and human resources. This type of information should assist in preparing managers for future organizational leadership that will require a new mix of managerial skills. (3 credit hours) [Additional information may be found here at the Florida Memorial University's website.](#)

Dates: Spring, Summer, Fall

Location: FL

Cost: \$683

Contact Information: 305-626-3600

Gallaudet University

Interpersonal and Group Behavior in Organizations

The emphasis of the course is on interpersonal and group behavior in organizations. Through experienced-based learning activities, small group discussions, and short lectures, students learn about interpersonal interactions and dynamics in an organization setting. Topics include power and politics, decision making, conflict, and organizational culture. [Additional information may be found here at the Gallaudet University's website.](#)

Dates: TBD

Location: DC

Cost: \$671 per credit

Contact Information: graduate.school@gallaudet.edu
wednesday.luria@gallaudet.edu

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George Mason University

Leadership: Inventing the Future

Stimulating people to act and giving them the power to do so is one of the most important differences between companies that stagnate and those that develop and sustain a competitive edge. This program is designed for individuals at all levels from top executives to emerging leaders, Leadership: Inventing the Future is a three-day program that expands leadership capacity, improving corporate performance and positioning organizations to thrive. [click here.](#)

Date: May 13-16, 2014

Location: Mason Inn Conference Center and Hotel (Fairfax, VA)

Fees: \$3,340 (meals only); \$3,920 (with meals and lodging). 20% discount for 4 or more.

Contact: 703-993-9801 or execprog@gmu.edu

George Washington University

Becoming Conflict Competent Certification Program

Conflict is an inevitable part of organizational life. Depending on how people manage it, conflict can either be a resource for creative problem solving or a drag on productivity and morale. If conflict is causing problems in quality of service or retention of good employees you're experiencing the wrong kind of conflict. If people are afraid to voice important differences and rigorously debate issues, you are missing out on the opportunities inherent in conflicts. To "become conflict competent" incorporates the renowned [Conflicts Dynamics Profile® \(CDP\) instrument](#) and the elegant communications processes developed by Dr. Sherod Miller with principles from the conflict competence books of Craig Runde and Tim Flanagan. [click here.](#)

Dates: TBD

Location: GWU School of Business, Duquès Hall, 2201 G St., NW, Washington, DC 20052

Cost: \$1,395 for those who have CDP certification; \$1,695 for those who do not have CDP certification

Contact Number: 202-994-6380

Essentials of Leadership Communication

Representing yourself and your organization to the media and other external audiences is an essential leadership skill. Yet even the most seasoned professionals and executives can be intimidated when it comes to speaking in public. Through hands-on experience, you will develop the self-confidence to overcome your anxiety and become a more effective communicator, leader and agency advocate. In this workshop, you will explore the nature of media relations, practice public speaking in a safe environment and leave with materials and tactics that will enable them to refine this important skill. [click here.](#)

Date: TBD

Location: George Washington University Alexandria Graduate Education Center

Program Cost: \$1850

Contact Number: 202-994-5390

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Georgia GwinnettCollege

Decision Making and Creative Problem Solving: LEAD3700

This course focuses on making decisions and developing creative solutions to difficult problems within an organizational context. Students will have the opportunity to learn about various decision making models, including the process of creative problem solving. To achieve this goal students will gain substantial hands on experience with creative problem solving and problem solving techniques that are applied to a number of domains (i.e. leadership, change, entrepreneurship, conflict management etc.) and will also be exposed to the concept of situational constraints on decision making. This course also introduces heuristics for the application of various decision making models to help students understand when various techniques are appropriate. [Additional information may be found here at the Georgia Gwinnett College's website.](#)

Dates: As offered

Location: GA

Cost: (GA residents) \$115.40 per credit (non-GA residents) \$430.67 per credit

Contact Information: Office of the Registrar: 678-407-5700

Essentials of Leadership: LEAD3000

This course introduces students to the foundations of leadership, necessary to be effective leaders in organizations. The course provides an overview of the major theories of leadership, as well as an understanding of basic leadership principles necessary to effectively lead organizations. [Additional information may be found here at the Georgia Gwinnett College's website.](#)

Dates: As offered

Location: GA

Cost: (GA residents) \$115.40 per credit (non-GA residents) \$430.67 per credit

Contact Information: Office of the Registrar: 678-407-5700

The Graduate School (DC)**Leading People**

Develop insight into critical leadership behaviors and how to adapt them to the needs of your organization through this highly interactive seminar. Explore the Executive Core Qualification (ECQ) Leading People and the fundamental leadership competencies. Examine trust and integrity as the foundations for leadership while learning to maximize performance. Explore the dynamics of team leadership and how to create a "Culture of Greatness," through coaching and empowerment. [click here.](#)

Dates: May 28 - 30, 2014; July 28 - 30, 2014

Location: Washington, DC (USDA)

Cost: \$1,595

Contact Number: 202-314-3300 or toll free (888) 744-GRAD (888-744-4723)

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Grambling State University

Organization Theory and Behavior (PA502)

Explores critical issues on how public organizations are managed. Focuses on alternative theories, and models to describe and explain behavior of individuals in an organizational context. Organization theories will be critically analyzed. [Additional information may be found here at the Grambling State University's website.](#)

Dates: TBD

Location: LA

Cost: \$3,405

Contact Information: 1-800-569-4714

Hampton University

Achieving Success with Difficult People

Helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity. [Additional information may be found here at the Hampton University's website.](#)

Dates: (Online) March 19, April 16, May 21

Location: VA

Cost: \$99

Contact Information: 1-201-714-7100

Fundamentals of Supervision & Management

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. [Additional information may be found here at the Hampton University's website.](#)

Dates: (Online) March 19, April 16, May 21

Location: VA

Cost: \$99

Contact Information: 1-206-878-3710

Fundamentals of Supervision & Management II

In this six-week online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. In addition, we will discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. We are going to show you how you can understand various personality traits--in yourself and in others--and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you'll develop a plan of action to improve both your

interpersonal skills and your work relationships. [Additional information may be found here at the Hampton University's website.](#)

Dates: (Online) March 19, April 16, May 21

Location: VA

Cost: \$99

Contact Information: 1-201-714-7100

Harper College

Supervisory and Leadership Certificate

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately. [Additional information may be found here at the Harper College's website.](#)

Dates: April 7 - May 30

June 2 - July 25

September 2 - October 24

Location: IL

Cost: \$395.00

Contact Information: dlanpher@harpercollege.edu 847-925-6363

Harvard University

Leadership for the 21st Century: Chaos, Conflict and Courage

Leadership for the 21st Century: Chaos, Conflict and Courage is a provocative program that introduces a set of conceptual frameworks and a unique teaching method designed to challenge your fundamental assumptions about how you can courageously and effectively exercise leadership and authority during difficult times. The five-day program requires participants to be actively engaged on several levels - in the classroom, in small groups, and in individual reflection. You will discuss issues like creating and claiming value, understanding the relationship between leadership and authority, exercising influence, and managing the individual and institutional dynamics of change. We will explore a wide range of leadership strategies and practice new ways of exercising leadership, whether in a position of authority or just one member of a group. We will confront the dangers and risks associated with exercising leadership – the chaos and conflict – and explore how. [click here.](#)

Dates: September 7-12, 2014

Application Deadlin: July 7, 2014

Cost: \$6,900 (includes tuition, housing, curricular materials and most meals)

Contact Number: 617-496-0484

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Howard University

Advanced Corporation Finance (GFIN501)

Advanced study of internal business financial policies and decisions with an emphasis on sources and forms of long-term financing, financial structure and cost of capital, dividend policy, and other advanced topics of mergers and acquisitions, basic options, and foreign exchange exposure management. [Additional information may be found here at the Howard University's website.](#)

Dates: Fall 2014

Location: DC

Cost: \$2750

Contact Information: (202) 806-1500

Jackson State University

Business Ethics (MNGT482W)

In-depth examination of the impact of business ethics on corporate decision making. The course will focus on the relationship between ethics and corporate governance. Students will examine ethical dilemmas in the workplace and the actions of corporations. [Additional information may be found here at the Jackson State University's website.](#)

Dates: Fall/TBD

Location: MS

Cost: \$345

Contact Information: 601-979-2121

Johnson C. Smith University

Leadership and Organizational Change (MGT 335)

This course focuses on the influence of leadership, motivation, group dynamics, communications, and change on effective and efficient utilization and development of human resources and emphasizing the role of a leader as a change agent. [Additional information may be found here at the Johnson C Smith University's website.](#)

Dates: Fall

Location: NC/Online

Cost: \$1254

Contact Information: 704-378-1000

Principles of Management and Organizational Behavior (MGT 333)

A study of the management process, emphasizing an understanding of the functions of management. Extensive coverage is given to studying the impact of human behavior in managerial effectiveness including individual and group dynamics, motivation, leadership, teamwork, and interpersonal communication. [Additional information may be found here at the Johnson C Smith University's website.](#)

Dates: Fall

Location: NC/Online

Cost: \$1254

Contact Information: 704-378-1000

[Table of Contents](#)**Kentucky State University****Business Communication (BUA204)**

This course focuses on the influence of leadership, motivation, group dynamics, communications, and change on effective and efficient utilization and development of human resources and emphasizing the role of a leader. [Additional information may be found here at the Kentucky State University's website.](#)

Dates: Fall/Spring

Location: KY

Cost: \$618

Contact Information: 1-502-597-7023 Jennifer Miles

Loyola Marymount University**Get Assertive - Online**

Find out how you can stop others from intimidating you or treating you poorly. [Additional information may be found here at the Loyola Marymount University's website.](#)

Dates: 3/19, 4/16, 5/21, 6/18/2014

Location: CA

Cost: \$130

Contact Information: 1-310-338-2700

Luna Community College**Principles of Management (MGMT207E)**

This course is an introduction to management theory and practices with major emphasis on current management trends and issues. Topics of interest include international management, cultural diversity, information technology, ethics, and social responsibility. Throughout this course, students analyze real life case studies, conduct Internet research, and develop reports to address diverse management issues. [Additional information may be found here at the Luna Community College's website.](#)

Dates: TBD

Location: NM

Cost: \$35/credit

Contact Information: Admissions Director: mmarquez@luna.edu

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Meredith College

Communication Theory (COM495)

An advanced course designed to build critical understanding of the dynamics of human communication in several contexts, including intrapersonal, interpersonal and mass communication. Selected theories will emphasize the functions of language and social interaction in constructing meaning and facilitating communication. Theories about power, gender and the media will help to clarify the subjective nature of perception and culture in human communication. The nature and function of social scientific theory forms a framework for an understanding of classical and contemporary ideas about ethical communication [Additional information may be found here at the Meredith College's website.](#)

Dates: Fall/ Spring 2014

Location: NC

Cost: \$2,235.00

Contact Information: (919) 760-8600

Metropolitan College of New York

People, Conflict, Negotiation and Resolution

Students develop negotiation skills for use in various business contexts. Topics include: negotiation theory; the advantages and disadvantages of different negotiation styles and strategies. Dispute prevention; litigation versus alternative resolution options; mediation; arbitration; court systems and litigation; trials and appeals involving individuals, multiple parties, coalitions or teams. Students will learn pre-negotiation preparation techniques; how to develop a personal negotiation style. How to engage in cross-cultural negotiations, to develop trust and build beneficial professional relationships [Additional information may be found here at the Metropolitan College of New York's website.](#)

Dates: TBD

Location: NY

Cost: \$836/credit

Contact Information: Dr. Tilokie Depoo

Dean & Professor

School for Business

212.343.1234, ext. 2204

tdepoo@mcny.edu

Miami Dade College

Leading and Managing Change

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, managers play a fundamental role in effecting changes. Based on D. Quinn Mills' book, Leadership: How to Lead, How to Live, a text used at Harvard Business School, this course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization. [Additional information may be found here at the Miami Dade College's website.](#)

Dates: Rolling, online

Location: online

Cost: \$79

Contact Information: 305-237-8888

[Table of Contents](#)**Managing People**

To be successful and move ahead in his or her career, a manager must understand how to manage people, including motivating workers and coordinating their activities. This course will explain how the goals, empowerment, measurement system of management can be employed, how organization structures differ, as well as the difficulty of discipline while trying to maintain momentum. This course is based on D. Quinn Mills' book, Principles of Management, a text used at Harvard Business School. [Additional information may be found here at the Miami Dade College's website.](#)

Dates: Rolling, online

Location: online

Cost: \$79

Contact Information: 305-237-8888

Michigan State University**Managing Project Teams**

Through instructional methods such as role-playing, teach-backs and other participant-centered exercises, you will gain a practical understanding of Project Management Institute's (PMI) "Human Resource Management" and "Communications Management" knowledge areas of the Project Management Body of Knowledge (PMBOK® Guide, 2000). [click here.](#)

Dates: TBD

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$1495.00 – full tuition

Contact: Phone: 517-353-8711 Email: vescolan@msu.edu

Midway College**Leadership and Effective Decision Making (BUSM520)**

Leadership is a process by which a person influences others to accomplish an objective and direct the organization. This course is designed to help learners understand the leadership process, use critical thinking to make sound decisions, and understand the ethical ramifications of their decisions. [Additional information may be found here at the Midway College's website.](#)

Dates: August 19, 2014 (Fall Semester)

Location: KY

Cost: \$1560

Contact Information: 859-846-4421

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Miles College

Organizational Behavior (MG330)

This course is the analysis and application of theories and techniques for the understanding, prediction, and management of human behavior in the organizational context. [Additional information may be found here at the Miles College's website.](#)

Dates: Ongoing per semester

Location: AL

Cost: \$1344

Contact Information: 1-205-293-2771

Mississippi Valley State University

Survey of Management (BA 540)

This course focuses on the development of management concepts and the functions of management with particular emphasis on planning, organizing, controlling and production and operation management. [Additional information may be found here at the Mississippi Valley State University's website.](#)

Dates: Fall Semester

Location: MS

Cost: \$1470

Contact Information: 662-254-3347

MIT Open Courseware

Advanced Managerial Communication

This course builds on managerial communication skills developed in (15.279) Management Communication for Undergraduates or (15.280) Communication for Managers. It introduces interactive oral and interpersonal communication skills important to managers, including presenting to a hostile audience, running meetings, listening, and contributing to group decision-making. Working in teams, students present a communication topic of their choosing to the class. An individual project challenges students to address a business audience in written and oral forms. [click here.](#)

Dates: Self-paced

Location: Online

Cost: Free

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MIT Sloan School of Management

Managing Technical Professionals and Organizations

Technical professionals' goals and incentives are often different from those of other employees, and so are the management challenges that arise. Drawing on the wealth of research and industry experience of faculty and leading practitioners, this program will explore proven, practical, and innovative strategies for maximizing the contribution of technical professionals. This intensive program will focus on individual contributors and members of project teams, including cross-functional teams, and examines how to work effectively with prima donnas and independent spirits. [click here.](#)

Dates: Mar 20-21, 2014; Jul 08-09, 2014; Nov 04-05, 2014

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

Contact Information: Phone 617-253-7166 Email sloanexeced@mit.edu

Intelligent Organizations: Collaborations and the Future of Work

This intensive new program is designed to help managers understand how to create competitive advantage by harnessing new organizational approaches made possible by the latest wide-ranging communications technologies. It will illustrate how people and computers can be connected in new, creative ways so that—collectively—they act more intelligently than any person, group, or computer has ever done before. [click here.](#)

Dates: Apr 03-04, 2014; Jun 26-27, 2014; Oct 21-22, 2014

Location: Cambridge, Massachusetts

Cost: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Montgomery College

Mediation/Conflict Management

This 40-hour interactive and experiential training offers you a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists you in exploring your own conflict style and how that may help or hinder the process. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance power, and write agreements. This course fulfills the requirements for Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. This course is approved for 40 CEUs from the Maryland Board of Social Work Examiners. Tuition waiver applies; seniors pay fee only. [Additional information may be found here at the Montgomery College's website.](#)

Dates: New dates TBD

Location: MD

Cost: \$400.00 + \$369.00 Fee = \$769.00; Non-MD Residents: Add \$350.00

Contact Information: 1-240-567-7552 - Patricia Lopez

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Morgan State University

Organizational Leadership and Ethics

This course focuses on the behavioral and ethical issues in organizations and societies. Through various experiential learning techniques, the course will address organizational trust, leadership, collaboration, team problem solving, decision making, and change management. [Additional information may be found here at the Morgan State University's website.](#)

Dates: TBD

Location: MD

Cost: 0

Contact Information: Registrar's office 443-885-3727

Morris Brown College

Organizational Ethics

Several major theories are reviewed in this course. Students are exposed to the basic tenets of morality and asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world. [Additional information may be found here at the Morris Brown College's website.](#)

Dates: Ongoing per semester

Location: GA

Cost:

Contact Information: (404) 739-1010

Mt. San Antonio College

Business Communications (BUSO25)

Improve your writing communications including letters, memos, reports, plans and resume. Will also practice oral skills. [Additional information may be found here at the Mt. San Antonio College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$651

Contact Information: 1-909-594-5611 - Meghan Chen

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National University

Conflict and Power Dynamics

Integration of the knowledge, skills, and abilities required to design, conduct, and evaluate effective conflict resolution and negotiation practices. Course topics include interpersonal and intra-group conflict resolution; persuasion, problem solving techniques and decision-making in conflict resolution; overcoming bias, anger, and retaliation. Students will develop leadership and dialogue skills used to navigate conflict situations, and begin to detect conflicts as potential clues of organizational challenges. [Additional information may be found here at the National University's website.](#)

Dates: Spring

Location: CA

Cost: \$336

Contact Information: 800-628-8648

Developing Groups and Teams

The formation and development of groups through effective leadership is the focus of this course. Team communication styles and roles within teams are examined. Strategies that foster creativity in groups are discussed. The impact of technology on teams and communication styles is evaluated. Students learn experientially about groups and teams and the impact of diverse ethical perspectives by participating in group activities and observing leadership in small groups. [Additional information may be found here at the National University's website.](#)

Dates: Spring

Location: CA

Cost: \$336

Contact Information: 800-628-8648

Navajo Technical College

Ethics in the Workplace

This course examines the values of integrity, respect, collaboration, cooperation, pluralism, and innovation which foster excellence in the workplace of organizations, accountability, and personal and professional behavior. The importance of maintaining highest standards of ethical conduct and to avoid even the impression of impropriety or conflict of interest will be discussed. As public servants, accountability to the people for high standards in professionalism and service are required. When there is any doubt about whether inaction or decision is appropriate, employees must exercise sound ethical judgment and take personal responsibility for preserving the public trust. The course will cover the basic principles established for ethical behavior. It is intended to provide some tools to identify and positively resolve ethics issues and to know when and from where to seek advice. [Additional information may be found here at the Navajo Technical College's website.](#)

Dates: Spring/Fall/Winter

Location:

Cost: \$1295

Contact Information: 505 786 4100

[Table of Contents](#)**New York University****Great Leadership: Developing Practical Leadership Skills**

This program is based on the premise that leadership is not a genetic inheritance. It's a skill to acquire and master. A journey to commence and complete. This program will provide you a framework for that skill and a template for that journey. [click here.](#)

Dates: March 17-18, 2014

Location: NYU Campus, Greenwich Village

Cost: \$3,400 (Accommodations not included)

Contact Number: (212) 998 - 0789

Leadership Training For High Potentials

Leadership is about change: being able to make things happen with, and through, other people. Yet the world within which leaders operate is complex, dynamic, and unpredictable. To be effective as a leader, one needs to understand that world (i.e., how things work within one's organization and one's industry) but also willing and able to challenge the status quo. One needs to be able to articulate a compelling vision, but also to get that vision implemented. One needs to be highly competent as an individual contributor, yet also highly effective in motivating and inspiring others. In addition, leaders need to find the right balance between traditional top-down approaches to leading and collaborative/distributed approaches, and to work within a context that is less and less about control and formal authority and more and more about trust and informal influence. [click here.](#)

Dates: May 20 - 21, 2014

Location: NYU Campus, Greenwich Village

Cost: \$3,400 (Accommodation Not Included)

Contact Number: (212) 998 – 0789

Norfolk State University**Creativity Innovation and Change Management (ENT 484)**

Included in this course is the foundation for creating or finding new business opportunities, technologies or processes. Study of market research, competitive intelligence, and managing change, with emphasis on evaluation, planning, and leadership while distinguishing between need or idea and the opportunity. [Additional information may be found here at the Norfolk State University's website.](#)

Dates: May 31st for Fall

Location: VA

Cost: \$2142

Contact Information: 757-823-8670

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Leadership and Diversity in Management (MGT 410)

Focus is on how individuals and organizations can effectively, efficiently, and productively adapt to the challenges of diversity in the workforce and in the customer base. [Additional information may be found here at the Norfolk State University's website.](#)

Dates: May 31st for Fall

Location: VA

Cost: \$2142

Contact Information: 757-823-8670

North Hennepin Community College

Exceptional Leadership and Emotional Intelligence

Exceptional Leaders understand the impact their actions and words have on the people they lead. In other words, exceptional leaders possess strong emotional intelligence (EI), or have high emotional quotient (EQ). The good news is your EI can be refined using four core skills: self-awareness, self-management, social awareness, and relationship awareness. Learn how to take your EI to a new level through assessment, application, and accomplishment. Course fee includes the book Emotional Intelligence 2.0. [Additional information may be found here at the North Hennepin Community College's website.](#)

Dates: 4/23 (later dates TBD)

Location: MN

Cost: \$139

Contact Information: 763-424-0880, cect@nhcc.edu

There are lots of "I's" in Team: Get Them to Work Together

The old saying is that there are no I's in team: meaning everyone puts aside personal motives, attitudes and values to do what is best for the team. However, workplace reality is that individual reviews, multiple projects, individual strengths and weaknesses, lack of resources, and even lack of training and knowledge, can all influence team members' performance. This course will increase your skills in team building, reveal methods, tools, and techniques to improve team effectiveness, improve both internal and external team communication, and show you how to motivate team members. [Additional information may be found here at the North Hennepin Community College's website.](#)

Dates: 4/30 (Later dates TBD?)

Location: MN

Cost: \$139

Contact Information: 763-424-0880, cect@nhcc.edu

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Northwestern University

Developing High Performing People

This program will teach participants to effectively communicate expectations, visions and values to various stakeholders. Participants will also learn how to develop and bring to life a focused people strategy, to understand emotional intelligence and the role it plays in having difficult yet effective conversations and to prepare the organization for a leadership transition. [click here.](#)

Dates: March 10-11, 2014

Location: 340 East Superior St., Wieboldt Hall, Chicago

Costs: \$950.00

Contact Number: 847.467.0866

Energizing People for Performance

As a participant in this program, you will learn to energize your team and maximize bottom-line results by implementing valuable people-related strategies in your organization. Whether you are the leader of a small team within a large organization or the head of a business unit responsible for hundreds of people, motivating and developing those who work for you involves more than good leadership skills. It requires effective people-focused processes and motivational tools designed to unleash the potential in others so they can achieve and sustain high levels of performance. [click here.](#)

Dates: April 13-16, 2014; September 21-24, 2014

Location: Chicago, IL

Costs: \$6,300

Contact Number: 847-467-7000

Leading High-Impact Teams

As a participant in the Leading High-Impact Teams program, you will delve into the latest approaches to the art and science of teamwork. This highly collaborative and forward-thinking program focuses on internal and external team dynamics - with an emphasis on how to optimize your performance as both a team player and a team leader. For more information about this program, [click here.](#)

Dates: April 7-10, 2014; September 15-18, 2014

Location: Chicago, IL

Costs: \$7,300

Contact Number: 847-467-7000

Reinventing Leadership: A Breakthrough Approach

As a participant in this program, you will learn to maximize your leadership performance by using a unique approach that looks beyond two-dimensional maps to a more holistic view of leadership for increasing productivity. Through an enhanced understanding of the motivations and attitudes that drive you, you will be inspired to become more purposeful and effective as a leader by recognizing what fundamentally drives people - and connecting those drives to corporate objectives. [click here.](#)

Program Dates: March 16-21, 2014; September 28- October 3, 2014

Location: Chicago, IL

Costs: \$9,900

Contact Number: 847-467-7000

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The Soul of Leadership

In *The Soul of Leadership*, you will gain an increased awareness of your own and others' needs and a deeper understanding of your leadership potential to make a profound change in the way you lead. Dr. Deepak Chopra offers an entirely new approach to the exciting possibilities of leadership, extending his ground-breaking books on success that combine spiritual wisdom with modern dynamic psychology. You will be inspired with insights into group dynamics, loyalty, creativity, vision, security, and achievement - and walk away with ideas you can put into action to bring out excellence at every level. [click here.](#)

Program Dates: October 20-22, 2014 (IL)

Location: Chicago, IL or Miami, FL

Costs: \$5,200

Contact Number: 847-467-7000

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Notre Dame de Namur University

Management of Human Relations (BUS1016)

The course is based in applied social psychology and is aimed at increasing knowledge of effective individual, group, and team practices in management. Through experiential exercises and discussions, participants in the course explore group dynamics as well as personality and relationship theory. [Additional information may be found here at the Notre Dame de Namur University's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$654.00

Contact Information: 1-650-508-3442 - Manny Nungary

Workplace Coaching Skills (BUS2079)

This course will teach key coaching skills applicable to a wide range of roles and workplace settings. Students will learn and understand qualities and characteristics of a successful coach and the distinction between coaching, mentoring, and counseling. Key coaching tools and techniques will be explored. [Additional information may be found here at the Notre Dame de Namur University's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$654.00

Contact Information: 1-650-508-3442 - Manny Nungary

Notre Dame of Maryland University

Leadership and Leading (BUS558)

Develops learners' personal capacities to lead others and manage leadership development. Learners grapple with current leadership issues by applying theory and extending lessons provided by cases and ideas of leaders both past and present. Personal leadership and interpersonal skill are developed through guided exercises in group interaction, emotional intelligence, self-awareness, and reflection. Prerequisite: BUS-501 or NPM-510. Students who are at least midway through other graduate programs are welcome to attend with permission of the instructor. [Additional information may be found here at the Notre Dame of Maryland University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$470.00

Contact Information: 410-435-0100

Table of Contents**Teamwork and Negotiation**

Analyzes the dynamics, structure and function of teams in businesses and other organizations, and examines the framework and components of negotiation in organizational and personal decisionmaking. The course utilizes role play, case analysis and group/team assignments and is highly interactive. [Additional information may be found here at the Notre Dame of Maryland University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$470.00

Contact Information: 410-435-0100

Nova Southeastern University**Creating and Sustaining a Motivated Workplace**

This course focuses on how managers can be aligned with motivational principles and practices in today's workplace. In this workshop, you will be introduced to continuous knowledge and application inputs, which you will work with all day. Mini case studies will also be discussed. Some of the key areas that will be addressed include the best way to learn about a person's motivation, how to help people be as creative as they need to be, building up a person's credibility, the one best motivator, keeping everyone energized, building trust and respect for each other, the new wave of team building and collaboration, and what your values express about your own motivation patterns. This program is designed for managers looking for answers to employee motivation, supervisors who want to spur employees to higher performance levels, professionals wishing to motivate other project members, executives focused on improving business results, and leaders who want to improve their motivation skills. [Additional information may be found here at the Nova Southeastern University's website.](#)

Dates: One full day

Location: FL

Cost: \$395

Contact Information: www.nova.edu/ExecEd or 800-672-7223, ext. 25183

Oakton Community College

Conflict Management

Course introduces a range of potential positive conflict management processes. Content includes active listening and communication skills; principle negotiation; various forms of mediation, arbitration and nonviolent action. [Additional information may be found here at the Oakton Community College's website.](#)

Dates: Fall 2014

Location: IL

Cost: \$863.00

Contact Information: (847) 635-1600

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Effective Management Communications

Course intergrates concepts and research from several disciplines including business communication and organizational behavior. Content includes examination of methods protocol and appropriateness of various forms of communication for business decision making; strategies and styles of managerial communications; oral presentations; interviewing; group dynamics and meetings; networking, telconferencing, email, and other methods of modern business communications. Individual and team writing delivery of oral presentations. [Additional information may be found here at the Oakton Community College's website.](#)

Dates: TBD

Location: IL

Cost: \$863.00

Contact Information: (847) 635-1600

Effective Organizational Leadership

Course explores how effective leadership skills contribute to organizational effectiveness, employee motivation and success, and personal growth and development. Content includes current leadership models, with focus on identifying and developing workplace leadership skills; development of action plan to illustrate and improve leadership skills. [Additional information may be found here at the Oakton Community College's website.](#)

Dates: Fall 2014

Location: IL

Cost: \$863.00

Contact Information: (847) 635-1600

Office of Personnel Management

Management Development Seminar I: Leading from the Middle

This course is designed to teach attendees to development communication skills and think more critically. It's an ideal experience, whether you are a new middle manager or an experienced first-line supervisor. During the course you will study essential management competencies through individual assessments, readings, small group activities, real-world experiences and stimulating class discussions. [click here.](#)

Program Dates: March 10-20, 2014 (WV); May 12-22, 2014 (TX); September 15-25, 2014 (WV)

Costs: \$5,035 (WV) & \$4,035 (TX)

Location: Shepherdstown, WV and San Antonio, TX

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Management Development Seminar II: Leading Organizations

In an era of constant change and challenges, managers must step up for greater effectiveness and efficiency. This seminar offers an unmatched overview of your systems and best practices, and a useful framework for leading your organization into the future. Experienced mid-level managers can assess and improve their organizations' overall effectiveness by learning how to help guide your organization during time of unprecedented change, challenge and uncertainty. Through presentations, small-group work and practice, you will learn how to engage your workers and foster innovative thinking and action. [click here.](#)

Program Dates: March 24-April 3, 2014 (WV); April 28-May 8, 2014 (CA); June 16-26, 2014 (TX); August 4-14, 2014 (WV)

Costs: \$5,300 (WV), \$4,300 (TX), \$4,300 (CA)

Location: Shepherdstown, WV; San Antonio, TX; and San Diego, CA

Team Development Seminar

The Federal government has moved towards a more collaborative and shared leadership model that empowers decision-makers at all levels. Becoming a member of a team does not guarantee high performance. Chances are the skills and knowledge that makes you a successful contributor may not necessarily ensure success as a team member or a team leader. During this two week seminar you will learn the basics of successful dynamics of a team and gain insight on your personal leadership styles and how they translate to teams. [click here.](#)

Program Dates: April 14-May 23, 2014 (WV); June 16-25, 2014 (CA); Aug. 18-Sept. 26, 2014 (WV)

Costs: \$4,950 (WV) & \$4,300 (CA)

Location: Shepherdstown, WV and San Diego, CA

Supervisory Development Seminar Week 1: Fundamentals

Though occupations vary greatly across the federal government, the responsibilities of the frontline supervisor do not. Every Federal supervisor needs to know how to implement an effective human resource and performance management process to achieve high performance. New supervisors will gain valuable insights into the fundamental skills, behaviors and attitudes that define the successful Federal supervisor and maximize personal performance. This week-long course can be combined with the Supervisory Development Seminar II for a two-week immersion program to expand these fundamentals into a foundation of great leadership. [click here.](#)

Program Dates: March 17-21, 2014 (WV); May 12-16, 2014 (CA); June 16-20, 2014 (WV); July 14-18, 2014 (CO); September 15-19, 2014 (IL);
Costs: \$3,350 (WV) (CO) & \$2,500 (CA) (IL)
Location: Shepherdstown, WV; San Diego, CA; Chicago, IL; Aurora, CO

Supervisory Development Seminar Week 2: Learning to Lead

Supervisors will gain valuable insights into workplace motivation and employee engagement and adapt skills on these insights into their leadership approach. This seminar will develop your capacity to move employees from performance compliance to commitment for excellence. This week-long seminar can be combined with the Supervisory Development Seminar I for a two-week immersion experience that will integrate leadership with the nuts and bolts of supervision. [click here.](#)

Program Dates: March 24-27, 2014 (WV); May 19-22, 2014 (CA); June 23-26, 2014 (WV)
Costs: \$3,350 (WV) & \$2,500 (CA)
Location: Shepherdstown, WV and San Diego, CA

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Leading Across Generations

Four distinct generations are now working together in the Federal workplace: Traditionalists (born approximately between 1922-1943), Baby Boomers (1943-60), Generation X (1960-80) and Millennials (1980-?). Although these groups share some outlooks and beliefs, each possesses values and attitudes unique to its history and experiences. These values significantly affect the workplace styles, preferences, behaviors and expectations of each generation. The Federal Executive Institute's (FEI) Leading Across Generations program is provocative and interactive. It will help you understand the histories, personalities, strengths and challenges of our four generational groups, while you explore how to lead, manage, recruit and retain colleagues of various ages and experience levels. [click here.](#)

Program Dates: May 20-21, 2014
Costs: \$2,775
Location: Charlottesville, VA
Contact Number: 888-676-9632

Ohlone Community College

Interpersonal Relations in the Workplace

Course explores interpersonal relations, getting along with others, conflict/stress control, and team building for managers. [Additional information may be found here at the Ohlone Community College's website.](#)

Dates: TBD
Location: CA
Cost: TBD
Contact Information: (510) 659-6000

Orange Coast College

Organizational Leadership

Learn to provide leadership to business, community, and governance organizations. [Additional information may be found here at the Orange Coast College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$280.00

Contact Information: (714) 432-5796

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Paine College

Organizational Behavior (BSA380)

This course includes the study of major theories in organizational behavior and the application of these theories within the organizational context. [Additional information may be found here at the Paine College's website.](#)

Dates: Fall/Spring

Location: GA

Cost: \$1485

Contact Information: 1-706-821-8230

Paul Quinn College

Organizational Behavior (MGMT3317)

In this course you will create an analysis of interpersonal relations and interactions, group dynamics, development of effective work groups and influence of the organization system on behavior. [Additional information may be found here at the Paul Quinn College's website.](#)

Dates: Fall/Spring

Location: TX

Cost: \$1163

Contact Information: 1-214-376-1000

Principles of Management (MGMT3314)

This course includes the study of management philosophy, planning, organizing, supervising, staffing, controlling, and decision-making processes. [Additional information may be found here at the Paul Quinn College's website.](#)

Dates: Fall/Spring

Location: TX

Cost: \$1163

Contact Information: 1-214-376-1000

Pennsylvania State University

Developing Managerial Effectiveness

Developing Managerial Effectiveness provides an integrated approach to strategic, financial, and performance management. Participants will hone strategic thinking, decision-making, personal leadership, and influence skills while maximizing the use of performance management systems to increase their contribution to organizational growth. [click here.](#)

Dates: April 27-May 2; October 19-24, 2014

Fee: \$5,750

Location: University Park, PA

Contact: 1-800-311-6364 or psep@psu.edu

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Philander Smith College

Leadership Concepts (PSMI 393)

This course examines the concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify individual leadership styles as related to self and others; distinguish differences between leadership and management. [Additional information may be found here at the Philander Smith College's website.](#)

Dates: 7/1/2014 for Fall

Location: AR

Cost: \$1425

Contact Information: 501-370-5275

Phoenix College

Management and Leadership I (MGT229)

This course offers a comprehensive study of the role and leader in today's society. [Additional information may be found here at the Phoenix College's website.](#)

Dates: Fall 2014

Location: AZ

Cost: \$243.00

Contact Information: 602-285-7800

Regents of the University of New Mexico, Valencia County Branch

Women's Leadership Development

Women professionals in all functions and industries who have the desire to increase their performance levels and advance to higher positions in leadership roles. [Additional information may be found here at the Regents of the University of New Mexico, Valencia County Branch's website.](#)

Dates: TBD

Location: NM

Cost: \$881.00

Contact Information: (505) 277-2525

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Rice University

Leading and Managing High-Performance Teams

“High achieving teams focus the creative energy of individuals towards an outcome, while ineffective teams are hampered by internal conflict and poor decision-making. By analyzing the characteristics of high performing teams and understanding the ripple effects of individual preference, participants will leave the course with techniques to successfully organize teams, create organizational enablers, manage conflict, and derive success.” [click here.](#)

Dates: April 15-16, 2014 or December 9-10, 2014

Location: Houston, TX

Costs: \$2,500

Contact Number: 713.348.6060

Rio Hondo College

Human Relations in Business

This course is designed for the student who is seeking a career in management or is currently in a leadership role and wants a better understanding of human relation skills and techniques. Topics covered in the course include leadership, teamwork, communication, group problem solving, diversity, motivation, and managerial organizations. These topics will apply to both a diverse and competitive environment. [Additional information may be found here at the Rio Hondo College’s website.](#)

Dates: TBD

Location: CA

Cost: \$138.00

Contact Information: 562.692.0921

Principles of Management

This course is designed for the student who is seeking a career in management or for the student who needs to expand his/her knowledge of management techniques and organizational methods. The course presents the theory and application of managerial functions; the processes of planning, organizing, leading, and controlling in a wide variety of organizational settings; and how the management of people and resources can accomplish organizational goals. This course also covers the nature and principles of management; history, techniques, practices and problems; characteristics and qualities of managers;

employee empowerment; contemporary trends in management thought that comprise the core of the class topics. [Additional information may be found here at the Rio Hondo College's website.](#)

Dates: TBD

Location: CA

Cost: \$138.00

Contact Information: 562.692.0921

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Rollins College

Crummer Management Program-MiniMBA

An eighteen-week Mini-MBA™ program tailored to professionals seeking new management skills and tools to competitively succeed and lead in an uncertain world. As a participant in this program, you can look forward to engaging peer discussions, readings, and problem-solving led by faculty from the business school ranked #1 in Florida by Forbes. [click here.](#)

Dates: TBD

Times: *Tuesday evenings, 6:30-9:30pm* (Attendance is required at 80% of the program's class sessions to receive certificate. Missed classes may be attended the following semester to complete the certificate requirements.

Location: Bush Executive Center/Crummer Graduate School of Business, Rollins College Campus

Cost: \$3,250 per person for the entire 54-hour program

Leveraging Conflict for Positive Results

Got conflict? Of course you do. Conflict is inevitable in organizations. The key is what you and other leaders do with it. Differing ideas, approaches, expectations, and opinions often lead to on-going conflict, strained relationships, decline in performance, and project derailment. What many leaders and organizations fail to grasp is that not all conflict is negative, painful or unpleasant. Harnessing the power of conflict can and should become a competitive advantage. [click here.](#)

Date: May 6, 2014

Location: Rollins College, Crummar Graduate School of Business Bush Executive Center

Fees: \$230

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Sacramento City College

MGMT304 Intro to Management Functions

This course includes the basic management functions of planning, organization, staffing, leadership and control. In addition, such concepts as team development, communication, business ethics and global

management perspectives will be discussed. [Additional information may be found here at the Sacramento City College's website.](#)

Dates: TBD

Location: CA

Cost:

Contact Information: 916-558-2111

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The Sage Colleges

Conflict Management & Mediation (BUS332)

This course addresses the issue of conflict from two positions: 1) through an examination of the causes, processes, costs, and benefits of social conflict; and 2) by offering methods for conflict resolution. This course will address the relationship of social issues e.g., difference and inequality, power and corruption to organizational and institutional conflict. Understanding that conflict and signal either a disruption in the operation of an organization or an opportunity for change and growth, this course will provide students with a broad-based perspective for making conflict an asset organizationally and interpersonally. [Additional information may be found here at the The Sage Colleges's website.](#)

Dates: August 26, 2014 (Fall Semester)

Location: NY

Cost: \$1,770.00

Contact Information: 1-888-837-9724

Leadership and Diversity (BUS340)

This course provides an opportunity to examine leadership, and to explore the relations of leaders and followers across a variety of settings. The essential skills of effective leaders are explored, such as elaborating a vision, facilitating communication, working with diverse groups and teams, overseeing finances, and facilitating change. [Additional information may be found here at the The Sage Colleges's website.](#)

Dates: August 26, 2014 (Fall Semester)

Location: NY

Cost: \$1770

Contact Information: 1-888-837-9724

Saint Mary Of The Woods College

Vison and Strategic Planning (OL555)

This course emphasizes development of an organizational vision and strategic plan that supports the mission and balances continuity and change. Highlights the developmental stages that organizations

experience as part of the systems change process. Reinforces the importance of connecting strategic planning with ongoing operational functions of the organization. [Additional information may be found here at the Saint Mary Of The Woods College's website.](#)

Dates: 4/5/2014

Location: IN

Cost: \$1,665.00

Contact Information: (812) 535-5186

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San Diego City College

Business Communications

This course introduces the principles of effective business communications. Topics include the development, analysis, organization, and composition of various types of written and oral business communications. Students develop clear, concise, and persuasive letters, memoranda, and reports. [Additional information may be found here at the San Diego City College's website.](#)

Dates: TBD

Location: CA

Cost: \$138.00

Contact Information: (619) 388-3400

San Joaquin Delta College

Intercultural Communication

This course is designed as an overview of the study of intercultural communication which includes analysis and comparisons of message perception and transmission in interactions between people from different cultures. Practical application of skills for effective communication between individuals of different domestic and international cultures is emphasized. [Additional information may be found here at the San Joaquin Delta College's website.](#)

Dates: 09/02/2014 Fall

Location: CA

Cost: \$138.00

Contact Information: (209) 954-5151

San Jose State University

Global Leadership (BUS3 165A)

This course introduces students to global leadership and its development and is designed for students who want to work effectively with people in diverse settings. Taught experientially, the course involves

simulations, innovation projects, and extensive individual feedback [Additional information may be found here at the San Jose State University's website.](#)

Dates: 04/15/2014 for Fall

Location: CA

Cost: \$372/unit

Contact Information: (408) 924-1000

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Santa Monica College

Leadership

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. [Additional information may be found here at the Santa Monica College's website.](#)

Dates: April 16, 2014- June 6, 2014

Location: CA

Cost: \$95.00

Contact Information: (310) 434-4000

Savannah State University

Information Resource Mangement (PADM6850)

Course introduces students to the role of computers in developing and managing information necessary for decision-making in public organizations. It considers the role of the new technology in collecting, analyzing, and disseminating information with special attention given to the relationship between these technologies and effective government service, public participation, and organizational accountability. Also considers implications of computer technology, such as privacy control and security. [Additional information may be found here at the Savannah State University's website.](#)

Dates: Fall/Spring

Location: GA

Cost: 0

Contact Information: 912.358.3221

Management and Leadership Behavior (PADM6843)

An in-depth focus on skills, knowledge, and abilities of the manager or leader in the public organization. Emphasis is on written, oral, and listening communication skills, conflict resolution, and management of

organizational resources. [Additional information may be found here at the Savannah State University's website.](#)

Dates: Fall/Spring

Location: GA

Cost: 0

Contact Information: 912.358.3221

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Organizational Behavior (PADM6832)

A study of formal structure, internal workings, and external environment of complex human behavior within organizations. Surveys classical to contemporary theories of human organization. Emphasis is on the impact of formal and informal structures and processes on the performance of public organizations. [Additional information may be found here at the Savannah State University's website.](#)

Dates: Fall/Spring

Location: GA

Cost: 0

Contact Information: 912.358.3221

Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Leading People

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
ECQ #2-LEADING PEOPLE	75.1	100	164	37
Conflict Management	15	22	44	4
Leveraging Diversity	6.4	10	40	17
Developing Others	22.7	30	33	11

Team Building	31	38	47	5
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[Click here](#) for a complete list of assets and descriptions specific to each ECQ competency.

Dates: Available 24x7x365

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: https://community.skillsoft.com/USGOV/Competency_public.asp

[Click here](#) for resources related to OPM's Federal Supervisory Training

Email LeadershipTraining@Skillsoft.com for additional guidance.

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Smith College

From Specialist to Strategist for Women in Science, Technology and Engineering

From Specialist to Strategist is a watershed collaboration between Smith College, home of the nation's first engineering program exclusively for women, and the Society of Women Engineers, the world's leading professional organization for women engineers. [click here.](#)

Program Date: June 8-13, 2014

Location: Smith College

Program Cost: \$7,300 (pending)

Apply: leadership@smith.edu

Smith-Tuck Global Leaders Program for Women

The Smith-Tuck Global Leadership Program for Woman- with its focus on diverse female perspectives-is recognized as the premier all-women's global leadership program in the world. [click here.](#)

Program Date: June 23-27, 2014

Location: Smith College

Program Cost: \$10,500

Apply: leadership@smith.edu

Directing Innovation for Women in Science, Technology and Engineering

Offers director-level executives a curriculum focused on driving innovation across functions and beyond borders. [click here.](#)

Program Date: March 17-21, 2014

Location: Smith College

Cost: \$7,995

Contact Information: Phone 413-585-2583 Email: leadership@smith.edu

Solano Community College

Intercultural Communication

This course introduces students to the challenges and promises of intercultural communication with application to American culture, subcultures, and different cultures of the world. Specific focus will be

development of the ability to acknowledge and understand the unique voice of people from the African, Asian, Latina, Middle Eastern, and Pacific Island cultures as well as co-cultures within the United States. Through lectures, readings, films, group discussions, written and oral assignments, students will learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different. [Additional information may be found here at the Solano Community College's website.](#)

Dates: TBD

Location: CA

Cost: \$46 per unit (3 unit course)

Contact Information: 1-707-864-7866 - Cynthia Garcia

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Interpersonal Communication

Communication principles as applied to different interpersonal communication situations including verbal and non-verbal communication, listening, overcoming barriers to communication, and conflict resolution. [Additional information may be found here at the Solano Community College's website.](#)

Dates: TBD

Location: CA

Cost: \$46 per unit (3 unit course)

Contact Information: 1-707-864-7866 - Cynthia Garcia

Group Communication

This course is designed to increase students' understanding of group communication behaviors related to problem-solving, decision making, leadership, group roles, norms and conformity and to prepare students to function more effectively in groups. [Additional information may be found here at the Solano Community College's website.](#)

Dates: TBD

Location: CA

Cost: \$138.00

Contact Information: (707) 864-7000

Southern Methodist University

Certificate in Management

If you're already a frontline manager or a leader moving into management for the first time, this powerful 10-session course will arm you to handle the toughest managerial challenges. You'll learn how to build and work effectively with teams, hone your communication skills and motivate others. Because flexibility and agility are critical in today's workplace, you'll learn how to recognize work and learning styles and how to resolve interpersonal conflicts when styles collide. You'll gain practical skills in organizing work and managing projects—from simple to complex. You'll understand how to manage and measure performance and learn how to apply critical thinking skills to every decision. [click here.](#)

Program Dates: March 4- May 6 2014

Program Location: Dallas, TX
Program Cost: \$3,695; group discounts available
Contact Number: 214-768-3335 or exed@cox.smu.edu

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Southern University at Shreveport

Business Communications

This course will emphasize the development of writing and presentation skills to produce effective business communications. Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills will also be addressed. Topic discussion includes leadership effective participation, and group behavior. Student will use current software (power point presentation, graphics, spreadsheets, and word-processing) to develop business presentations. [Additional information may be found here at the Southern University at Shreveport's web-site.](#)

Dates: TBD

Location: LA

Cost: \$892

Contact Information: 318.670.6000

Southwestern Christian College

Principles of Leadership

Concepts of leadership and its relationship to management are taught in this course. This course prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This course will also address working with groups/teams and how to identify and manage conflict as a leader. (3 credit hours) [Additional information may be found here at the Southwestern Christian College's website.](#)

Dates: TBD

Location: TX

Cost: 0

Contact Information: (972) 524-3341

Southwestern College

Business Communication

Covers the principles of written communication as applied to business, industry, and government, including business letters, memos, and reports. Includes oral communication in the form of a oral PowerPoint presentation [Additional information may be found here at the Southwestern College's web-site.](#)

Dates: Fall

Location:

Cost: \$138.00

Contact Information: (619)216-6686

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Stanford University

Interpersonal Dynamics for High Performance Executives

As individuals ascend the management ladder, many find that the soft skills of leadership constitute their hardest challenges. Furthermore, most have come to rely on a familiar set of behaviors and skills. Recent data shows that top-performing leaders exhibit high emotional intelligence; they are able to adapt interpersonally and thrive in a diverse range of situations. Based on two of the Graduate School of Business' most popular and long-standing courses, this program's unique T-Group (Training Group) methodology and 12:1 student-faculty ratio provide a highly personalized learning experience for each participant. In this highly interactive program, senior-level leaders learn how to engage in productive interpersonal exchanges, assess the impact of their own behaviors and leadership styles, and excel at creating more powerful, professional relationships in a variety of contexts. [click here.](#)

Program Dates: June 22-27, 2014

Location: Chaminade Executive Conference Center, Santa Cruz, CA

Cost: \$14,500

Contact Number: 650.723.3341

Managing Teams for Innovation and Success

Managing or participating in a team-based work environment can be either exhilarating or exasperating. Given the potential benefits and pitfalls of using teams, when should you use them, how do you choose team members who will accomplish a goal in the most effective manner, and how do you manage them to deliver successful results? [click here.](#)

Program Dates: June 15-20, 2014

Location: Stanford University

Cost: \$10,500

Contact Number: 650.723.3341

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Stephens College

Organizational Behavior and Theory (BUS545G)

The study and application of knowledge about how people “act” and “react” in goal-oriented groups. Emphasis is placed on using theory from the social and behavioral sciences to aid managers in understanding, predicting and influencing behavior. The course focuses on areas such as motivation, leadership, learning theory and organizational development. [Additional information may be found here at the Stephens College’s website.](#)

Dates: Fall 2014

Location: MO

Cost: \$4,659.00

Contact Information: (800) 876-7207
online@stephens.edu

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Taft College

Conflict Resolution (MGMT1530)

This course is designed to provide the student with the analysis with attitudes and behavior which create conflict between individuals and groups within an organization. [Additional information may be found here at the Taft College's website.](#)

Dates: Summer

Location: CA

Cost: \$46.00 per credit union (no maximum)

Contact Information: 661-763-7748

Mgmt 1520 Team Building

This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace. [Additional information may be found here at the Taft College's website.](#)

Dates: Summr

Location: CA

Cost: \$46.00 per credit union (no maximum)

Contact Information: 661-763-7748

Tennessee State University

BEHAVIOR IN ORGANIZATIONS

This course focuses on personal and interpersonal effectiveness within organizational environments. Emphasis is on development of individual skills in self-awareness, self-management, and relating to other individuals within small-group and organizational contexts. Students will assess their individual style of relating to others. The course is highly experiential, and is built around a variety of self-assessment instruments, experiential learning exercises, and small group activities. Covers such topics as sensory modalities, social perception, goal formulation, self-directed learning, interpersonal communication and influence, and the changing work contract. Optional topics may include the management of time, stress, health, conflict, and/or change. (3 credit hours) [Additional information may be found here at the Tennessee State University's website.](#)

Dates: TBD
Location: TN
Cost: \$1299
Contact Information: (615) 963-7295

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Project Management & Analysis

This course explores the techniques to successfully manage business projects. The topics covered include scope, time, cost, quality, human resource, communications, risk, integration and procurement management. The processes covered include initiating, planning, executing, controlling, and closing of projects. Students will have the opportunity to use current project management software. (3 credit hours)
[Additional information may be found here at the Tennessee State University's website.](#)

Dates: TBD
Location: TN
Cost: \$1299
Contact Information: (615) 963-7295

Strategic Information Systems

This course explores the relationship between organizational strategies and the use of information systems that support those strategies. Case studies of successful and unsuccessful information system implementations will be used to show the importance of aligning information systems to business strategy. (3 credit hours) [Additional information may be found here at the Tennessee State University's website.](#)

Dates: TBD
Location: TN
Cost: \$1299
Contact Information: (615) 963-7295

Texas College

Organizational Behavior (MGMT3318)

Introduces students to the theories of individual/human behavior in organizations. Topics include: values, attitudes, personality, perception, motivation, group dynamics, communications, organizational structure, leadership, control, power, politics, organizational culture, change and development. Cases, lectures, and experiential exercises are used. [Additional information may be found here at the Texas College's website.](#)

Dates: Fall 2014
Location: TX
Cost: \$1025

Contact Information: (903) 593-8311

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Principles of Management (MGMT2301)

Introduces students to the principles of human and organizational behavior. Topics covered include management and leadership theories, management functions, organizational structure, human resources, management information systems, production and the control function, organizational communication, business ethics and social responsibilities, and other related subjects. [Additional information may be found here at the Texas College's website.](#)

Dates: Spring 2014

Location: TX

Cost: \$1025

Contact Information: (903) 593-8311

Ken Blanchard Companies

Situational Leadership® II

Situational Leadership® II is the most comprehensive and up-to-date, yet practical, method in the world for developing people into self-reliant achievers. Using the Situational Leadership® II Model, managers and their direct reports are able to create a partnership. It teaches managers to analyze, diagnose, think, and apply leadership concepts effectively in any situation. By creating a partnership instead of the typical top-down “boss-employee” relationship, managers are able to engage and develop their employees faster and more effectively. [click here.](#)

Program Dates: Various dates and locations offered.

Program Cost: \$1,695.00 USD - \$1,995.00 USD

Contact: 800.272.3933 christine.simmons@kenblanchard.com

Situational Frontline Leadership

All agencies need leaders who can transform plans into action by working with individuals to ensure that their jobs are personally meaningful and motivating. Situational Frontline Leadership equips frontline leaders to effectively handle the situations they face every day. Situational Frontline Leadership uses the same language as Situational Leadership® II, but provides specific microskills of effective management, such as goal setting, listening, giving direction, and ensuring accountability. Managers learn both directive and supportive behaviors, such as establishing timelines, collaborative problem solving, and building partnerships for success [click here.](#)

Program Dates: July 7-9, 2014

Program Location: San Diego

Program Cost: \$1,695.00 USD

Contact: 800.272.3933 christine.simmons@kenblanchard.com

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Situational Team Leadership

Situational Team Leadership provides a structured process for developing the full potential of teams. Several research-based models and strategies provide the building blocks of the five-part Team Performance Process. The Team Performance Process is a systematic method for increasing team effectiveness and innovation. It can be adapted to fit any team, regardless of its purpose, pursuit, type, or size. Participants learn to identify the characteristics of high-performing teams, create a team charter, diagnose the stages of team development, and provide continual support throughout the team's life cycle. The Team Performance Process simplifies the often-complex nature of teams training and provides the knowledge and tools that participants can immediately apply back on the job. [click here.](#)

Program Dates: October 28-29, 2014; March 3-4, 2014; September 15-16, 2015

Program Location: San Diego, CA

Program Cost: \$1,175

Contact: 800.272.3933 christine.simmons@kenblanchard.com

Optimal Motivation

Optimal Motivation maintains that a person is always motivated—it is the type of motivation that makes a difference. What matters is not how much motivation a person has, but the quality of motivation that is experienced. Optimal Motivation is grounded in a powerful assumption: Motivation is a skill. Motivation can be taught, learned, developed, and nurtured. Optimal Motivation leverages leaders' natural desire to achieve meaningful goals, craft solutions to problems, be competent in seizing opportunities, and build a strong caring, and supportive organizational community and culture. [click here.](#)

Program Dates: May 19-20, 2014; October 20-21, 2014

Program Location: San Diego, CA

Program Cost: \$1,175

Contact: 800.272.3933 christine.simmons@kenblanchard.com

DISCovering Self and Others

Using the online DISC Profile and dynamic classroom activities, your employees learn how to adapt their behavior in order to communicate and relate more effectively, and interact more skillfully with others. By developing an appreciation of others' behavioral preferences and acknowledging their own unique strengths and areas for development, participants will create more satisfying, meaningful, and productive business and personal relationships. DISCovering Self and Others is designed in a modular format that can be tailored to a particular schedule. Employees learn to identify and understand their own behavior patterns (DISCovering Self); and how to identify, understand, and better respond to others' behavior patterns (DISCovering Others). [click here.](#)

Program Dates: April 7, 2014; October 13, 2014

Program Location: San Diego, CA

Program Tuition: \$795

Contact: 800.272.3933 christine.simmons@kenblanchard.com

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Trinity Washington University

Organizational Dynamics (BADM696)

This course views organizations as dynamic systems. Three levels of analysis are utilized: the individual, team and group, and the organizational system as a whole. Students will learn how to be effective managers and leaders for the development, implementation, and evaluation of strategic interventions to improve organizational functioning. [Additional information may be found here at the Trinity Washington University's website.](#)

Dates: Fall 2014

Location: DC

Cost: \$2,010.00

Contact Information: 202-884-9000

Union County College

A Manager's Guide to Human Behavior

In this course you will learn how to interact successfully with others, motivate your employees and co-workers to excel, communicate in sensitive, non-threatening ways, conduct performance reviews that help you identify problem areas, resolve conflicts, promote improvement and manage change in a positive, productive way. \$299 (Book included) [Additional information may be found here at the Union County College's website.](#)

Dates: TBD Summer 2014

Location: NJ

Cost: \$299

Contact Information: 908-709-7600

Performance Management

If you are an effective manager of a performance management system, it is essential that you encourage employees to perform at their best and align their contributions to the goals, values, and initiatives of your organization. This course will present you with a clear model to follow to plan, monitor, analyze and maintain a satisfying process of performance improvement. You will learn how to: identify and remedy performance gaps; document performance; and implement specified, measurable, accountable and realistic guidelines. \$299 (Book included) [Additional information may be found here at the Union County College's website.](#)

Dates: TBD Summer 2014

Location: NJ

Cost: \$299

Contact Information: 908-709-7600

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United Tribes Technical College

Human Resource Management

This course presents a survey of human resource management, including job analysis, recruitment, selection, performance appraisal, compensation, training and labor relations. The impact of environmental influences on human resource activities such as legislation, court decisions, and economic trends are addressed. [Additional information may be found here at the United Tribes Technical College's website.](#)

Dates: Fall 2014

Location: ND

Cost: \$262.00

Contact Information: (701) 255-3285

University of Arkansas at Pine Bluff

Organizational Behavior (MGMT3322)

An integration of basic managerial concepts and social sciences as they affect people in organizations. [Additional information may be found here at the University of Arkansas at Pine Bluff's website.](#)

Dates: Spring/Fall

Location: AK

Cost: \$397

Contact Information: Dr. George Herts
(870) 575-8316

University of California, Berkeley

Berkeley Executive Leadership Program

Our unique one week program begins with a baseline analysis of your organization's culture and your personal leadership style (with prior input from you and your colleagues). Through peer and professional coaching, we help you determine what you wish to change to improve the performance of your organization. [click here.](#)

Dates: October 6-10, 2014

Location: UC Berkeley campus

Fee: \$9,900

Phone: 510.642.9167

Communicate Effectively: Connecting in Personal and Work Life

Miscommunication with customers, employees and clients can be frustrating and costly. Learn and practice how to communicate effectively in order to resolve issues by demonstrating a willingness to understand the other's perspective, feelings and experience without negating the right to your own point of view. Help to build and maintain connection, support, and work and personal relationships that are mutually beneficial. [click here.](#)

Dates: May 23-30, 2014

Location: San Francisco, CA

Cost: \$295

Contact Number: 510-642-4231

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Executive Coaching Institute

Offered in partnership with the UC Berkeley Center for Executive Education, the Berkeley Executive Coaching Institute is a summer coaching institute for individuals interested in entering the field of executive coaching, as well as executives seeking to become better managers and leaders. [click here.](#)

Dates: TBD (October 2014)

Location: UC Berkeley campus

Cost: \$15,500 (early bird tuition: \$13,500)

Contact Number: 510-255-9175

Handling Difficult Interactions with Skill and Confidence

Interacting with “difficult” people in your personal and professional life can be annoying, unnerving and sometimes scary. In this interactive, skills-based workshop, explore strategies for handling a difficult interaction and maintaining your composure and confidence no matter how the other person responds. Learn techniques to help you resolve future conflicts improve relationships and make progress where you never thought possible. [click here.](#)

Dates: May 13, 2014

Location: San Francisco, CA

Cost: \$295

Contact Number: 510-642-4231

Managing Change and Ambiguity in the Workplace

Learn valuable insights on how to foster goodwill and commitment during times of transition to create and maintain a high-performance organization. Discover how to design and manage change more effectively, gain an awareness of principles used to address people’s readiness and capability for change, and understand how to make people more receptive to and prepared for change. Bring an example of an organizational change in which you have been involved as your case study; this example could be an initiative that you have led, participated in or observed. Learn to apply the principles of change management to your specific case. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$595

Contact Number: 510-642-4231

New Manager Boot Camp

This intensive management training program is designed specifically for recently promoted engineers and scientists who want to excel as leaders in the dynamic high tech and life sciences industries. The program includes a combination of lectures, case studies, and individual and group exercises designed to give you tools that will immediately enhance your ability to lead effectively. [click here.](#)

Dates: TBD

Location: UC Berkeley campus

Fee: \$3,400

Contact Number: 510-642-9167

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Optimizing Team Leadership: An Intensive Practice Lab

The concept “team” has morphed. Teams today include temporary high priority or technical innovation project teams, governing boards for non-profit agencies or professional organizations, broad-based alliances that work on critical social issues, global merger integration or multi-cultural reorganization teams. In this intensive and experiential hands-on workshop, learn unique team leadership development skills that you can plan practice and immediately begin to apply in order to build and lead your own extraordinary teams --- effectively, efficiently and with warp speed results. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$695

Contact Number: 510-642-4231

Organizational Communication Strategies for Managers

Learn to communicate effectively in a complex business environment. Understand how to be flexible so you can communicate both upstream and downstream, as well as with vendors, clients, stakeholders and other partner organizations from a variety of business cultures. Study communication theory, review case studies, discuss topical communication issues from the weekly news, and practice communication strategies that you can apply right away in your current position or as preparation for career advancement. [click here.](#)

Dates: April 19-26; May 10-31, 2014

Location: San Francisco, CA

Cost: \$750

Contact Number: 510-642-4231

Talent Management and Workforce Development

Talent management has evolved beyond the hiring and firing of employees to cover all elements of human capital strategy, from employee selection, retention, performance management and compensation to succession planning, diversity and more. In this course, intended for professionals who manage talent across a broad spectrum of organizations, survey the core elements of talent management, and learn how to develop and implement effective talent management systems within your organization. [click here.](#)

Dates: March 1-29, 2014

Location: San Francisco, CA

Cost: \$750

Contact Number: 510-642-4231

High-Impact Leadership: Transforming Your Communication Style

Most executives have come to rely on a familiar set of behaviors and skills, often exhibited in the way they communicate within their team. The High-Impact Leadership Executive Program is designed to help senior executives build distinctive communication skills that will help in shaping their leadership style and presence. [click here.](#)

Dates: TBD

Location: UC Berkeley Campus

Fee: \$4,500

Contact Number: 510-642-9167

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Women’s Executive Leadership Program

To thrive in dynamic business environments, every leader must utilize their individual strengths and balance personal and professional goals. The Women's Executive Leadership Program coaches high-potential women to reach new levels of success as team leaders and organizational visionaries. [click here.](#)

Dates: April 14-17, 2014

Location: UC Berkeley Campus

Fee: \$6,000

Contact: 510.642.9167

University of California, Irvine- Merage School of Business

Advanced Program in Human Resources & Business Leadership

Enhance your business leadership knowledge and gain tools to help drive strategic decisions that positively impact your organization. This joint program with the National Human Resources Association, Orange County, is designed for HR Professionals desiring a more advanced and strategic understanding of their business and HR leadership roles. Appropriate participants include 1st Level VPs, Directors, and Senior Managers whose goals include moving into more senior HR roles and enhancing their careers and impact. [Additional information may be found here at the UC Irvine- Merage School of Business's website.](#)

Dates: TBD

Location: CA

Cost: TBD

Contact Information: Lynette Albovias 949.824.0523, lalbovias@merage.uci.edu

Strategic Issues in Management Series (SIMS)

Forward-thinking seminars geared toward managers and administrators who want to sharpen management skills and enhance their careers.

The Strategic Issues in Management Series (SIMS) provides today's executives and managers with an opportunity to both update and broaden their business skill set and knowledge. World-class faculty from the Merage School and the business community conduct highly interactive seminars designed to address today's most pressing management needs.

Each SIMS session take place on a Wednesday morning and start with a breakfast and networking opportunity. Sessions are held on the UC Irvine campus in executive classrooms using the latest teaching technology. [Additional information may be found here at the UC Irvine- Merage School of Business's website.](#)

Dates: TBD, sessions held on Wednesday mornings

Location: CA

Cost: \$150 per session

Contact Information: Lynette Albovias 949-824-0523, lalbovias@merage.uci.edu

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University of California, Los Angeles

Behavioral Decision Making in Teams

This session explores the psychology of decision-making both at the individual and the group level. The common decision making traps that lead good managers to make bad decisions are addressed. And the “wisdom of crowds” is shown to present its own perils even though groups can mitigate some decision-making errors made by individuals. Finally, the session delivers strategies for becoming a more influential group member. [click here.](#)

Dates: Available as a custom program. Can be added to wait list for future dates online.

Location: Los Angeles, CA

Cost: \$750

Contact Number: (310) 825-2001

University of California, Riverside- Extension Center

Leadership Principles & Practices - Supervision and Teambuilding

Participants examine skills and strategies to more effectively supervise workers, build and utilize teams and improve leadership qualities. Case studies explore leading organization design systems and processes to enhance productivity and improve workflow. Specific topics include: Time management, Productivity improvement strategies, Cutting waste, Eliminating duplication of effort, Mistake-proofing Communication skills. Emphasis is placed on the use of cross-functional teams, delegation tactics and the skills supervisors commonly use to improve flexibility, reliability, quality, customer service and profitability. [Additional information may be found here at the UC Riverside Extension Center's website.](#)

Dates: TBD

Location: CA

Cost: TBD

Contact Information: UC Riverside Extension Center: (951) 827-4105 or Toll-Free(800) 442-4990

Organizational Leadership

Participants explore current leadership theories and practices through a range of high-level decision-making topics. Including change management, leadership models, employee motivation and retention. In addition. process improvement, quality improvement, performance excellence, teambuilding and executive decision-making. Case studies and class discussion are used to reinforce theories and explore opportunities for practical application. [Additional information may be found here at the UC Riverside Extension Center's website.](#)

Dates: TBD

Location: CA

Cost: \$545

Contact Information: UC Riverside Extension Center: (951) 827-4105 or Toll-Free(800) 442-4990

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University of California, San Diego

Harnessing the Creative Power of Teams

In theory, work groups are more creative than individual efforts. However, in practice this is often not the case because it is difficult to access individuals' knowledge perspectives in group settings. This course will help you to build cohesion and increase motivation and coordination in your work group. This will lead to much higher creative output and deliver increased productivity and results. [click here.](#)

Date: TBD

Fees: \$350

Contact: 1-858-822-6004 or radexecdev@ucsd.edu

Difficult Conversations

Many business situations challenge even the most experienced and skillful communicator. Whether you are facing a difficult conversation with a stakeholder, colleague or employee, how you handle these conversations can determine your success or failure. Take the skills learned in this course and start applying them immediately for the confidence and camaraderie that gets you the results you need to succeed. [click here.](#)

Date: TBD

Fees: \$350

Contact: 1-858-822-6004 or radexecdev@ucsd.edu

Conflict Resolution Strategies for Managers

Conflicts within the workplace impact productivity and create a negative work environment. Conflict Resolution Strategies for Managers is a practical, interactive course which helps a diverse group of professionals integrate conflict management skills into their respective professions. [click here.](#)

Dates: TBD

Fees: \$450

Contact: 1-858-822-6004 or radexecdev@ucsd.edu

Managing High-Performing Teams

Emotions are contagious. It starts with the leader at the top: your state, your expectations, your structures, your emotional regulation and how you set the context. Today's teams must do more with less. High performing teams need members with technical competency and intelligence—but that is not enough. Motivation, engagement and productivity happen through effective collaboration based on team dynamics. On a team, the whole is never the sum of its parts, but is greater or lesser depending on how well the individuals work together. The leader has a huge impact on the emotional state of the team and its ability to work together. Who the leader is, and how the leader is presented on a consistent basis, can have dramatic effect on leading the team through change, fostering creativity, innovation, and job satisfaction. Learn key facilitation skills that will engage your team. Never have a boring meeting again. [click here.](#)

Date: March 25, 2014

Fees: \$350

Contact: 1-858-822-6004 or radexecdev@ucsd.edu

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University of Chicago

High-Performance Leadership

Leaders need to create an environment that fosters high performance. In order for a business unit to create value for the organization, the brainpower within the workgroup that will lead to innovative products, services, and markets must be unleashed. Participants will learn and practice a six-step collaboration model that high-performing groups use to encourage the flow of ideas and to solve complex problems. Through this course, participants will learn the behaviors that accelerate or stifle high performance, how to better leverage the positive attributes of the work environment, and techniques to build performance drivers into their company. [click here.](#)

Dates: March 3-7, 2014; June 23-27, 2014

Location: Chicago campus

Fee: \$9,100

Personal Leadership Insight

Leadership is something most businesses strive to achieve in their industries. Leadership operates at many levels, including country, industry, business, product, and personal levels. But businesses and countries don't lead unless individuals lead. In this course experience, you will look at your own personal leadership capabilities and develop the insight necessary to transform your leadership. You will explore the knowledge, skill, and discipline that build your leadership capital; you will determine the direction of your leadership journey; and you will learn to tell compelling stories that allow people to follow the direction you have set. [click here.](#)

Dates: May 19-23, 2014; September 15-19, 2014

Location: Chicago campus

Fee: \$9,100

Advanced Management Program

The Chicago Booth Advanced Management Program provides executives with a unique combination of benefits that no other senior executive program can offer. Composed of six nonconsecutive one-week courses over a year, the Advanced Management Program format is the result of interviews with more than 300 senior executives, who all cited the critical need for flexibility and an individualized curriculum. We created a program that features a total of six weeks, with half of the content completely customizable. Three nonconsecutive core weeks are co-hosted sessions with a group of high-level executives in which you will explore critical issues related to enterprise leadership and general management. Three weeks are in elective sessions of your choosing with executives from a broad range of functions and industries. These electives allow you to individualize the curriculum to best complement your career goals, development needs, and business interests. [click here.](#)

Dates:

Introductory Core Session I: The Executive October 13-17, 2014

Mid Course Core Session 2: The Organization April 2015

Capstone Course Core Session 3: The Community November 2015

Fee: \$49,500

Location: Chicago Campus

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University of Hawaii at Hilo

Criticism & Discipline Skills for Managers and Supervisors

Learn how to handle the inevitable confrontation associated with critiquing and disciplining employees. Bring a positive change in your employees by planning properly and delivering constructive criticism to your problem employees. Learn to set quality standards, effectively guide employees to increased productivity, and prepare for tough decisions with confidence. Develop improved performance, enhanced professional reputation and lower the team's stress level in just one day. A certificate will be given upon completion of the course. [Additional information may be found here at the University of Hawaii at Hilo's website.](#)

Dates: Fall 2014

Location: HI

Cost: Fall tuition not posted

Contact Information: 1-800-961-9450

Team Communication and Productivity

This class is a follow-up to Understanding Work Styles as participants refresh their skills and reflect on changes they have made as a result of Work Styles. To expand awareness, participants will give three co-workers an "As Others See Me" assessment prior to class. We will then explore the six characteristics of effective teams, including how styles affect team performance. Participants will use these characteristics to evaluate their own teams and plan ways to influence or improve team effectiveness. Learn how to activate the strengths of every team member and to build an environment rich with trust and respect and in this workshop! A certificate will be given upon completion of the course. Prerequisite: Understanding Work Style Differences. [Additional information may be found here at the University of Hawaii at Hilo's website.](#)

Dates: Fall 2014

Location: HI

Cost: Fall tuition not posted

Contact Information: 1-800-961-9450

Understanding Workstyle Differences

Are people difficult or are they really just different? Awareness of behavior styles is key to building effective communication, reducing tension and developing more productive work relationships. With this understanding, you can gain insight into how people respond to you and how you perceive them. Nancy Lombard, certified instructor with The Effectiveness Institute, will give an "As I See Myself" assessment to identify dominant behavior style, explore the different strengths and blind spots of each style, and then help participants create a plan to deal more effectively with a "difficult" person in their lives. While this class will focus on behavior in the workplace, the lessons learned can be used in all areas of one's life. A certificate will be given upon completion of the course. [Additional information may be found here at the University of Hawaii at Hilo's website.](#)

Dates: TBD

Location: HI

Cost: Fall tuition not posted

Contact Information: 1-800-961-9450

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University of La Verne

Leadership: Theory and Practice

Covers contemporary theories, principles, and practices of leadership. Focuses on the elements of leadership related to follower motivation, development, and achievement. Evaluates leadership styles, and explores leadership techniques [Additional information may be found here at the University of La Verne's website.](#)

Dates: TBD

Location:

Cost: \$580.00

Contact Information: 909-593-3511

Conflict Management and Organizational Change

Examines nature and sources of environmental and organizational conflict, conflict resolution strategies, change theory, change implementation methodologies, and private/public/third sector conflict/change. [Additional information may be found here at the University of La Verne's website.](#)

Dates: TBD

Location:

Cost: \$580.00

Contact Information: 909-593-3511

University of Minnesota**Creating a High Performance Organization**

The Creating a High-Performance Organization program helps managers develop the methods and skills needed to drive performance while maintaining a highly effective work culture. It will help you increase performance across the organization and support the achievement of business objectives, while building the leadership capabilities to meet future business needs. [click here.](#)

Dates: TBD

Fee: \$3,000

Location: University of Minnesota

Contact: 612-625-5412

Presentations: Coaching for Executives

The program provides managers with the rare opportunity to receive executive-level, strategic coaching to further develop their communication abilities. This valuable experience is a necessity for executives whose success depends on their ability to persuade and influence both internal and external audiences. [click here.](#)

Dates: September 23-25, 2014

Fee: \$3,500

Location: University of Minnesota

Contact: 612-625-5412

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MBA Essentials

The MBA Essentials program provides an overview of key subject areas found in the Carlson School's nationally ranked MBA program. It is taught by many of the same outstanding Carlson School of Management faculty members who teach in the MBA program. You will experience classroom sessions with award-winning teachers—many of whom are also accomplished scholars and understand how to transform the latest academic insights into practical application. [click here.](#)

Date: April 21-May 21, 2014

Location: University of Minnesota

Fee: \$4,000

Contact Number: 612-624-3821

Advanced Business Communications for Executives

Gain deeper insight into the art and science of persuasive communications. This program builds on "Presentations: Coaching for Executives" and will give you further understanding of effective executive communications—everything from presenting effectively to top management to communicating successfully with multicultural audiences to leading and creating critical team communications. [click here.](#)

Date: TBD

Location: University of Minnesota

Fee: \$2,500

Contact: 612-625-5412

The Art and Practice of Effective Coaching

Leadership coaching is vital to today's most successful organizations. In fact, around half of the top companies for leaders provide coaching to their most promising leaders. This program provides a perspective and best practice from Richard Leider, one of today's top executive coaches. It provides leaders with a proven approach to develop and retain key people through effective coaching practices. [click here.](#)

Date: TBD

Location: University of Minnesota

Fee: \$3,500

Contact: 612-625-5412

University of Missouri

Guiding Conflict Resolution

Conflict! Just reading the word brings to mind thoughts of difficulty and unpleasantness. Healthy conflict may promote creativity and innovation. It allows you to build on one another's ideas to find solutions to existing problems. However, when a conflict escalates, it may cause serious problems, including decreased morale, more re-work and a less productive team. [click here.](#)

Dates: TBD

Location: 204 Cornell Hall, Columbia, MO

Fees: \$185

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Supervisory Certificate Series

It makes sense to hire front-line staff into supervisory positions; they have the technical skills you are looking for, it's motivational to all employees and reduces the costs associated from hiring outside. Often

times though, these employees lack the supervisory, management and leadership skills necessary to thrive in their new roles. [click here](#).

Dates: TBD

Fees: \$850

Location: 204 Cornell Hall, Columbia, MO

University of Nevada, Las Vegas

Communicate With Difficult People With Tact and Skill

Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with directors, entertainers, and analytical types of people, as well as angry and abusive people. [Additional information may be found here at the University of Nevada, Las Vegas's website.](#)

Dates: 6/7/2014

Location: NV

Cost: \$69

Contact Information: (702) 895-3394

How to Deal With Disagreements, Conflict & Confrontation

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person. [Additional information may be found here at the University of Nevada, Las Vegas's website.](#)

Dates: 6/7/2014

Location: NV

Cost: \$69

Contact Information: (702) 895-3394

University of Nevada, Reno

Working with the Problem Employee

Learn to identify and analyze employee behaviors that indicate a problem may exist, and to create a more efficient and low-stress work environment for all. Topics include common problems facing today's employees, interventions supervisors can perform to encourage staff to get help for their difficulties, and available resources. [click here](#).

Date: May 7, 2014

Location: Cont Ed Bldg (CEB 107), UNR campus

Fee: \$210

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Managing and Supervising People

In two highly interactive days focusing on the basic skills necessary to successfully manage and lead others, you will engage in self-assessment exercises, role playing and simulations to help you learn and

practice behaviors integral to building high-performing work groups. Key topics include making a successful transition to management, creating a balance between leading and managing, determining your personal style preferences and their impacts on others, group problem solving, managing conflict and consensus building. [click here.](#)

Dates: June 12-13, 2014

Location: UNR campus

Fee: \$325

Performance Management

This in-depth course equips new, future and veteran supervisors with the skills to carry out each of the essential steps of performance management. Participants will gain the tools to establish clear expectations, measure employee performance, create employee development plans and skillfully conduct the performance feedback interview. [click here.](#)

Dates: April 24-15, 2014

Location: Cont Ed Bldg (CEB 108), UNR campus

Cost: \$325

Contact: (775) 784-4046

University of North Carolina at Chapel Hill

Intentional Leadership

Even the most successful business leaders can find themselves in a rut. Routines and practices that have worked well in the past can actively work against you as you strive to reach new personal and professional goals. These routines and practices need to be reviewed, updated and sometimes replaced as responsibilities and goals change. It is important to avoid complacency and challenge yourself to go beyond your comfort zone as you strive to achieve new leadership levels. Intentional leadership is a style of leadership that allows you to overcome these types of barriers, unleash your creativity and reach your full potential as a leader. [click here.](#)

Dates: TBD

Tuition: \$2,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC; Email unc_exec@unc.edu

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Project Leadership

UNC Executive Development has been working with leading project-driven organizations, helping to enhance great project leadership and management operations to address challenges arising during execution. Many organizations have moved to matrix and global project teams in order to streamline processes internally. They have invested in management techniques such as six sigma teams and gate reviews to create processes and practices that standardize schedules, budgets and planning activities. The result is a more efficient and effective project management environment. [click here.](#)

Dates: TBD

Tuition: \$3,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC; Email unc_exec@unc.edu

Developing Leadership Presence

Confidence. Vision. Integrity. Courage. Perseverance. These are some of the traits that successful leaders possess. While knowledge and experience are critical to success in business, truly gifted leaders are recognized through their words and actions. Leaders must have a highly developed self-awareness, and they must also connect with others in a meaningful and authentic way. These characteristics embody true “leadership presence,” and leaders can learn and put into practice these important communication attributes. Leadership presence is, in part, a projection of values and conviction, and it requires honesty, trust, and confidence. How leaders look and sound has a profound impact on the image they project, and this image can either strengthen or weaken their ability to inspire and motivate an audience. In this “Developing Leadership Presence” program, you'll have the opportunity to explore, develop, and refine your leadership presence so that you can lead more effectively in your organization. [click here.](#)

Dates: TBA

Tuition: \$2,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC; Email unc_exec@unc.edu

University of Northern Iowa

Fierce Conversations

What gets talked about in an organization and how it gets talked about determines what will happen. Or won't. Based on the principles of Susan Scott's best-seller, “Fierce Conversations: Achieving Success at Work and in Life, One Conversation at a Time” this foundational, hands-on training program will introduce you to transformational ideas and principle that will shift your basic understanding of conversations and the power they hold in leadership, relationships and results. You'll learn to master team conversations, coaching conversations, delegation conversations and confrontation conversations – all essential to your individual and collective success. [click here.](#)

Dates: TBA

Fee: \$799 per person

Contact Number: Phone 319-273-5851 or Email execdev@uni.edu

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How to Manage Nests of Negativity

It happens in all organizations-gossiping, complaining and finger pointing. Learn how to identify and confront employees who are never satisfied and vicious with their words and accusations. Also, discover how to read employees' nonverbal communication and handle saboteurs before they infect the rest of the team. [click here.](#)

Date: TBA

Location: UNI campus

Fee: \$249

Contact Number: Phone 319-273-5851 or Email execdev@uni.edu

Six Steps and Eight Behaviors to Resolving Conflict

The value of conflict is that it can propel an organization to greatness. By taking a different perspective to conflict you can improve your relationships and morale, accomplish more work, limit negativity, and achieve more success. [click here.](#)

Date: TBA

Location: UNI campus

Fee: \$249

Contact Number: Phone 319-273-5851 or Email execdev@uni.edu

University of Notre Dame

Supervisory Development

If you work as a supervisor, manager or team leader, you understand just how important effective management skills are to individual and organizational productivity. Notre Dame's two-day Supervisory Development program is designed to increase your effectiveness as a manager and impart practical new skills in the areas of management, resource allocation and employee development. Appropriate for both those new to supervising and existing supervisors who wish to update and refine their skills. [click here.](#)

Program Dates: April 15-16, 2014; October 21-22, 2014

Costs: \$995

Location: University of Notre Dame Mendoza College of Business in South Bend, Indiana

Contact: (574) 631-5285; (800) 631-3622 (toll free) or email at execprog@nd.edu

Unleashing Your Leadership Potential

Unleashing Your Leadership Potential offers you and other high potential individuals the opportunity to increase your contribution and effectiveness while in the midst of assuming a greater leadership role within your organization. Cultivate a broader view of the impact you can have on others and allow yourself to build a roadmap for your future as a leader. [click here.](#)

Program Dates: May 12-15, 2014; November 3-6, 2014

Costs: \$3,150 (for non-profit) & \$3,650 (for-profit organizations); includes lodging and meal

Location: Stayer Executive Education Center

Contact: 574-631-0564

University of the Pacific- Eberhardt School of Business

Building Leadership Effectiveness

- The 15 Rules for Effective Leadership
- Leadership Versus Management
- Creating and Implementing Teams
- Motivating Others by Creating a Mission, Vision and Goals
- Building Your Human Capital Through Coaching and Mentoring [Additional information may be found here at the University of the Pacific- Eberhardt School of Business's website.](#)

Dates: TBD

Location: CA

Cost: \$295.00

Contact Information: Amber Dominguez- adominguez1@pacific.edu

University of Richmond

Advanced Project Management

The selection and management of your project team is as important as the project plan itself. Without a cohesive project team and the interpersonal chemistry to function as a unit, your project may fall short of everyone's expectations. Successful project managers utilize proven team management techniques in the selection, direction and motivation of their project. [click here.](#)

Date: April 30-May 2, 2014; June 23-25, 2014

Location: VA

Fees: \$1425

Contact: (804) 289-8019 or execed@richmond.edu

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University of South Carolina

Building and Leading Dynamic High-Performance Teams

Building and Leading Dynamic High-Performance Teams teaches you the proven-effective techniques required of leaders in today's high-demand businesses. Learn the skills needed to align team performance, including how to resolve disputes, evaluate performance and keep teams on track. [click here.](#)

Dates: TBD

Location: SC

Cost: \$1150/participant (\$900/participant for two or more)

Contact Number: 803-777-2231 or 800-393-2362

Innovative Communication Strategies for Improving Performance (The Birkman Method®)

Using The Birkman Method®, Innovative Communication Strategies for Improving Performance reveals how you behave and react in interpersonal relationships, examines your response to conflict and empowers your decision-making. Learn how you relate to others to master the skills necessary for effective communications. [click here.](#)

Program Dates: TBD

Location: SC

Program Tuition: \$1350/participant (\$1050/participant for two or more)

Contact Number: 803-777-2231 or 800-393-2362

Coaching Skills for Maximum Performance

Coaching Skills for Maximum Performance targets the unique strategic skill of coaching. It is a powerful course, applicable to all business settings, which delivers the tools managers need to learn, practice and master coaching skills. [click here.](#)

Program Dates: TBD

Location: SC

Program Tuition: \$1350/participant (\$1050/participant for two or more)

Contact Number: 803 777-2231 or 800-393-2362

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University of Southern California- Marshall School of Business

Executive Leadership Skills

This three day interactive program, designed for senior managers, is taught by Jay Conger who is recognized throughout the world as an expert on leadership. The Executive Leadership Skills program will give you the framework and tools to understand your personal leadership style and make a significant impact on those around you. You will discover how to keep your employees motivated, how best to communicate and how to build an adaptive team and organization. , As well as how to avoid decision traps that occur when fundamental shifts are unfolding in your organization. You'll leave with a new understanding of high-quality connections and positive leadership that can help others grow, plus a renewed appreciation of your own potential. The program also includes a powerful 360 assessment and post course one-on-one coaching. [Additional information may be found here at the University of Southern California- Marshall School of Business's website.](#)

Dates: 11/04-06/2014, 06/02-06/2015

Location: CA

Cost: \$2950

Contact Information: E-mail: execed@marshall.usc.edu ; Telephone: 213-740-8990

Effective Negotiations and the Power of Persuasion Online

This highly-interactive course immerses you in the foundation to analyze and approach negotiations for optimal results. USC Marshall School of Business, MBA professor Peter Kim, facilitates group exercises that illustrate the principles, techniques, strategies and counter measures what you need to achieve planned objectives. Half art, half science, negotiation and persuasion are vital skills for real-world and business success. This course will build your confidence and provide you with skills you can implement immediately. [Additional information may be found here at the University of Southern California- Marshall School of Business's website.](#)

Dates: 06/04 - 06/25, 2014; 09/10, - 10 /1, 2014; 03/04, 2015 - 03/ 25, 2015

Location: online

Cost: \$595

Contact Information: Email: execed@marshall.usc.edu; Telephone: 213-740-8990

Leadership Development for Building High Performing Teams

Business organizations are dynamic entities that rely on effective teams to enhance company performance and execution. In order for these high performing teams to function at optimal levels, quality leaders must drive and manage the performance of the team. Key leadership qualities are necessary for facilitating the collaborative environments that occur with teams. Methods for establishing guidelines, utilizing talents, allocating personnel and assigning roles, and building trust. As well as establishing accountability are tools efficient and successful leaders need to incorporate to maintain performance and team morale.

Through assessments and in-class exercises, this program will analyze individuals' leadership styles and provide methods for facilitating high performing teams. [Additional information may be found here at the University of Southern California- Marshall School of Business's website.](#)

Dates: 09/23-24/2014, 04/07-08/2015

Location: CA

Cost: \$1950

Contact Information: execed@marshall.usc.edu, Telephone: 213-740-8990

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University of Texas

Building Engagement: What Leaders Do to Manage Talent & Build Allegiance

Both formal and informal leadership are essential to creating engagement in today's competitive work environment. This program examines what it takes to "make it" as a leader, and presents a wide variety of practical moves successful people make to create loyalty and build commitment. Different than many sessions of this sort, we look at specific steps you can take to enhance interpersonal effectiveness and generate high levels of engagement among your co-workers. In this program, we discuss research findings where leaders world-wide were asked to describe what they did, on a daily basis, which made them successful leaders. [click here.](#)

Date: March 18-19, 2014

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$12,000 - [General Management Certificate](#)

Leading High Performance Teams

Managers in today's business world must become creative leaders who inspire productivity and motivate employees to achieve organizational goals and objectives. Faced with ever increasing demands, managers are being asked to perform functions formerly in the realm of human resource and other departments. This program will provide you with a comprehensive toolkit of the major functions effective leaders perform: hiring, communicating, motivating, negotiating, teaming, evaluating, rewarding and creating a high performance culture. You will examine and learn the critical skills effective managers use to motivate and lead others, and how to foster group cohesiveness. [click here.](#)

Dates: April 3-4, 2014

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$12,000 - [General Management Certificate](#); \$14,400 - [Project Management Certificate](#)

Virtual Leadership: Leading Dispersed Teams

At a time of corporate belt tightening, people are traveling less and meeting less frequently with their fellow team members and leaders. Virtual teams are already a fact of the global marketplace as companies leverage talent spread across the world and technology allows better communication. This trend is increasing rapidly as travel restrictions lessen face-to face interaction. [click here.](#)

Date: June 5-6, 2014

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$12,000 - [General Management Certificate](#)

Contact: 1-800-409-EXEC (3932)

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University of Virginia

Leading Teams for Growth and Change

Prepare to lead in any situation. Engage in an experiential learning process and problem-solving framework that includes in-class case analysis, team application and hands-on rowing. Participants will develop strong sustainable leadership and teambuilding capabilities, experience the not-so-secret steps of taking a team to the highest level, learn to harness individual and team strengths with the strengths of others across the enterprise, and understand the interaction between leadership and team performance. [click here.](#)

Dates: June 2-6, 2014

Location: Charlottesville, Virginia

Fee: \$7,900

Contact Information: Phone +1 877.833.3974 Email: Darden_Exed@arden.virginia.edu

University of Wisconsin- Madison

Leadership: Inspire the Best in Your People

Develop your business leadership thinking! During this advanced course for managers, you will observe and analyze what leaders do to get the best performance from their people in a variety of circumstances. Learn how leaders build and sustain credibility. Discover how to create and communicate a powerful vision that that sets a clear direction and inspires others to follow. Plus, you'll receive helpful peer and instructor feedback on your leadership style. [click here.](#)

Program Dates: May 19-21, 2014

Program Tuition: \$1,995

Contact Number: 608-441-7314

Success Under Duress: Emotional Intelligence, Conflict Management, and Negotiations

In this course, we will investigate a range of methods for alleviating sources of conflict and successfully addressing the underlying interests of all concerned. We will also examine a process for facilitating and resolving conflict between two parties. [click here.](#)

Program Dates: April 23-25, 2014

Program Tuition: \$1,495
Contact Number: 608-441-7314

The Manager's Role as Leader

Great managers have excellent processes in place, build collaborative relationships, and understand their role in the company's strategy. Outstanding managers recognize when to step beyond that role and lead—they know how to distinguish management from leadership. This course will enable you to confidently lead your team by understanding each situation, its context, and the people involved. [click here.](#)

Program Dates: April 2-4, 2014
Program Tuition: \$1,995
Contact Number: 608-441-7314

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Transition to Manager: A One-Week Boot Camp

The transition from individual contributor to people manager is one of the most difficult and risky transitions in anyone's career. This course focuses on the process and principles that characterize excellence in people management and how to successfully make the transition from contributor to manager. Participants explore six essential conversations managers must master to get the best from their people, as well as foundational skills that separate great managers from good managers. [click here.](#)

Program Dates: June 2-6, 2014
Program Tuition: \$2,995
Contact Number: 608-441-7314

Ventura College

Dynamics of Leadership

This course is designed for students who wish to develop an understanding and appreciation of the dynamics of leadership in groups and organizations. Topics will include the elements of leadership, group dynamics and team development, application of leadership skills in a group setting, entrepreneurship in business and social sectors, serving the community, and the development of an individual leadership and entrepreneurship plan. Students will be encouraged to participate in community service projects designed to provide an opportunity to demonstrate leadership skills. [Additional information may be found here at the Ventura College's website.](#)

Dates: Fall 2014
Location: CA
Cost: \$78 In State/ \$645 Out
Contact Information: 805-289-6000

Voorhees College

Group and Organizational Dynamics (OGMT 331)

A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks groups or individuals handle. [Additional information may be found here at the Voorhees College's website.](#)

Dates: Fall/Spring 2014

Location: SC

Cost: \$1005

Contact Information: Dr. Victor Oyinbo, Business Division Chair

803-708-1086

voyinbo@voorhees.edu

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Organizational Communication (OGMT 337)

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

[Additional information may be found here at the Voorhees College's website.](#)

Dates: Fall/Spring 2014

Location: SC

Cost: \$1005

Contact Information: Dr. Victor Oyinbo, Business Division Chair

803-708-1086

voyinbo@voorhees.edu

Washington University in St. Louis

Leading Through Influence: Two Day Seminar

Exercising real leadership and leading positive change requires more than just a worthy goal or a good idea. It also requires the skill of informal leadership: the ability to influence people both within and outside your chain of command in order to gain support and overcome resistance. This session helps you understand and develop three key skills of informal leadership: navigating politics, understanding power and exercising influence. [click here.](#)

Dates: November 4-5, 2014

Location: St. Louis, MO

Cost: \$1,500

Contact Number: (314) 935-9494

Negotiation and Conflict Management

Negotiation is a fundamental aspect of every manager's job. This program will use individual assessments, complex business cases and hands-on experiential activities to address your strengths and limitations, enhancing your skills as a negotiator. The objectives of the program are to develop a general framework that enables you to better prepare for and conduct a wide range of negotiations and to use negotiations to resolve difficult conflicts effectively and efficiently. [click here.](#)

Date: October 29, 2014

Location: St. Louis-Charles F. Knight Executive Education Center
Fee: \$750
Contact Number: (314) 935-9494

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Waubonsee Community College

DDI Leadership Academy: Delegating With Purpose

Delegation is a critical skill for leaders in today's "do more with less" business environment. Fewer resources, changing motivations, virtual employees, and global workforces are just a few of the challenges you and your peers are facing as you attempt to meet ever-increasing workplace demands. In this course, you will learn the skills you need to address these challenges, gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of your team and, ultimately, your organization. You will learn to identify the tasks you need to delegate, select the most appropriate individuals, assess capabilities and commitment, and plan delegation discussions. You will plan to delegate real tasks or projects from your to-do list that include the level of decision-making authority, amount of support, and methods for monitoring progress and measuring results. Improve your confidence in delegating, and learn how mastering this skill can make you a leader known for getting results. [Additional information may be found here at the Waubonsee Community College's website.](#)

Dates: 5/6/2014

Location: IL

Cost: \$249

Contact Information: (630) 466-7900

West Valley College

Organizational Behavior

Organizational Behavior is a comprehensive, reality-based course that investigates and illustrates behavioral patterns in organizations. Emphasis is on globalization, diversity and ethics using current, real-world examples. It includes three levels of analysis: the individual, the group, and the organization system. Organizational Behavior provides skill building opportunities that demonstrate the linkage between organizational behavior concepts and skill applications. [Additional information may be found here at the West Valley College's website.](#)

Dates: TBD

Location: CA

Cost: \$170 (for one 3 credit course)

Contact Information: (408) 741-2012

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Wharton School of the University of Pennsylvania

Creating and Leading High-Performing Teams

Teams drive organizational progress. Yet forming and leading high-performance teams is one of the most complex challenges facing any leader. *Creating and Leading High-Performing Teams* combines the best insights from research and case studies, tested in the context of hands-on, experiential learning. The program places executives into team challenges in diverse settings — from rowing crew shells to the performing arts. These experiences will change the way you create and lead your own high-performing teams. [click here.](#)

Program Date: June 9-13, 2014; October 6-10, 2014

Program Tuition: \$9,400

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Leading and Managing People

How do you get people to follow your lead? Your success depends upon your ability to influence the actions of others. *Leading and Managing People* shows you how to use the fundamental principles of human behavior and communication to engage employees in serving your goals, by linking to their individual motivators. [click here.](#)

Program Date: April 14-18, 2014

Program Tuition: \$8,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Wiley College

Group and Organizational Behavior (MANA3333)

This course is a study of group behavior and the effect of group functioning on organizational effectiveness. Emphasis is placed on decision-making, task performance, and resolving group conflicts, development of strategies for efficient and productive group management. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director
903-927-3238

dwhite@wileyc.edu

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Operations Management for Managers (MANA4300)

This course introduces learners to the various aspects of management of business operations and the cross functional relationships in organizations as part of corporate decision-making process. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

Organizational Communication (MANA3355)

This course is a study of the role of communication in creating a productive organizational environment. Students are assisted in developing and strengthening communication skills by focusing on interpersonal relationships, groups and presentation skills. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

Strategic Management (MANA4344)

This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management. It also integrates the knowledge from different functional fields of business. The structure of firms' policy management and operations management. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

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Wisconsin School of Business

Leadership: Inspire the Best in Your People

During this advanced course for managers, you will observe and analyze what leaders do to get the best performance from their people in a variety of circumstances. Learn how leaders build and sustain credibility. Discover how to create and communicate a powerful vision that sets a clear direction and inspires others to follow. Plus, you'll receive helpful peer and instructor feedback on your leadership style. [Additional information may be found here at the Wisconsin School of Business's website.](#)

Dates: 8/18/14-8/20/14, 10/13/14-10/15/14, 2/2/15-2/4/15

Location: WI

Cost: \$1995

Contact Information: (608) 441-7346

Xavier University

Building Effective Teams

In this highly engaging and interactive program you will learn how to build, participate in and lead teams that are better able to make decisions, solve problems and achieve common goals—even when members have different information and opposing interests. Using examples of several different leadership approaches and proven techniques, *Building Effective Teams* will teach you how to optimize your team to achieve both long and short-term effectiveness. [click here.](#)

Dates: April 15, 2014

Costs: \$595

Contact Number: 513-745-1094.

Location: Xavier University, Cincinnati, Ohio

Influencing Without Authority

Influencing Without Authority leverages the fact that—regardless of what we may think—most people make decisions (even complex technical and financial ones) based upon emotional factors. The ability to connect with your peers, managers and direct reports on an emotional level is one of the keys to leading others, especially when you don't have direct authority over what they do. [click here.](#)

Dates: March 26, 2014

Costs: \$595

Contact Number: 513-745-1094 or wallaces2@xavier.edu

Location: Xavier University, Cincinnati, Ohio

Managing Conflict

Managing Conflict will help you conduct positive interactions with others, prevent time consuming mistakes and misunderstandings, quickly resolve complaints and conflict, and communicate effectively with just about anyone, anytime, anywhere. [click here.](#)

Dates: April 2, 2014

Costs: \$595

Contact Number: 513-745-1094 or wallaces2@xavier.edu

Location: Xavier University, Cincinnati, Ohio

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Train-the-Trainer: How Adults Learn

Ed Jones, nationally known facilitator of our Train the Trainer programs often advises participant, “Rather than being the *sage on the stage*, consider being the *guide on the side*.” This is the key to adult learning – it’s about facilitating learning experiences, rather than telling what you know. ***Train-the-Trainer: How Adults Learn*** helps you to develop a new, more energized and more effective style of training that speaks to adults in a way that is relevant. [click here.](#)

Dates: July 14, 2014

Costs: \$595

Contact Number: 513-745-1094 or wallaces2@xavier.edu

Location: Xavier University, Cincinnati, Ohio

Train-the-Trainer: Planning, Designing and Evaluating Training

Train the Trainer: Planning, Designing & Evaluating Training helps you to develop a new, more energized and more effective classroom learning experience. You’ll learn how to save time and money during the design process. And more importantly, you’ll add to, modify and edit one of your existing training programs so that it becomes a more learner-focused and results-oriented training design, and serves as a model for other training programs you develop. [click here.](#)

Dates: July 15-16, 2014

Costs: \$995

Contact Number: 513-745-1094 or wallaces2@xavier.edu

Location: Xavier University, Cincinnati, Ohio

Train-the-Trainer: Proven Classroom Training Techniques

This is two days of heavy duty immersion learning — you will learn by doing and discover how to help your trainees do the same. You’ll explore every stage of the facilitation process from icebreakers at the opening to action planning at the close. You’ll learn at your own pace and face challenges geared toward your level of expertise. [click here.](#)

Dates: July 17-18, 2014

Costs: \$995

Contact Number: 513-745-1094 or wallaces2@xavier.edu

Location: Xavier University, Cincinnati, Ohio

Yuba College

SPECH 6—Group Communications

Study of communication in small group situations; emphasis placed on researching, organizing, and delivering oral presentations, including panel discussions and symposia; the role of communication in various group processes, including problem-solving, leadership, and decision-making. [Additional information may be found here at the Yuba College’s website.](#)

Dates: TBD

Location: CA

Cost: \$338 out of state, \$148 in state

Contact Information: (530) 741-6761

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SPECH 8—Intercultural Communications

Study of intercultural communication theory relative to perception, context, language, verbal, nonverbal messages, and adaptation; emphasis will be placed on developing effective intercultural communication skills; students will demonstrate effective intercultural communications skills by oral presentations and group and interpersonal interactions. [Additional information may be found here at the Yuba College's website.](#)

Dates: TBD

Location: CA

Cost: \$338 out of state, \$148 in state

Contact Information: (530) 741-6761

SPECH 9—Fundamentals of Speech Communication

Basic fundamentals and introductory concepts necessary for effective communication in a variety of settings; emphasis is placed on researching, organizing, and presenting public presentations in interpersonal, small group, and public contexts. [Additional information may be found here at the Yuba College's website.](#)

Dates: TBD

Location: CA

Cost: \$338 out of state, \$148 in state

Contact Information: (530) 741-6761

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ECQ 3: Results Driven

This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Albany State University

Business Policy/Strategy (MGMT6199)

This course can be taken only after completion of at least 24 hours of MBA courses. The purpose of the course is to give the student an opportunity to develop and appreciate skills and perspectives, capabilities needed by higher-level leaders and managers in all types of organizations. [Additional information may be found here at the Albany State University's website.](#)

Dates: Fall/TBD

Location: GA

Cost: \$335

Contact Information: 229-430-4661

BRODY Professional Development

Accountability: Four Keys to Manage Success 1:1 Coaching

In these times of tight budgets and greater demands, **every** team member must “own” their decisions and actions if the organization is to succeed as a whole. If you are noticing pockets of complacency, finger pointing, and blame within your group or your company — our program can help. This BRODY workshop will invigorate your team’s commitment and passion through an accountability audit and reinforce the principle of accountability as the linchpin to success. [click here.](#)

Dates: All Dates TBD by participant

Location: See Below

Cost: \$5,000 - \$6,000 see below

Registration: Online Registration not available for this course, please see contact # below

Phone: 215.908.4601 or 215.886.1688

Email: tina@brodypro.com

Investment: With Marjorie Brody, Owner (Based on location)

\$5,000 if client meets at the BRODY office in Jenkintown, PA – or

\$6,000 if sessions are held at the client’s site/agreed upon location; plus reasonable trainer travel

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Brookings Institution

Accountability for Results

This course discusses fundamental challenges in measuring for the purpose of improving organizational performance and shows you how to overcome these challenges. It also discusses how to identify and manage risk so leaders can make well-informed, effective, and timely decisions to improve performance. [click here.](#)

Dates: June 10-12, 2014

Location: Brookings Institute (Washington DC)

Cost: \$1,895

Contact Information: 800.925.5730

Leading Innovation and Creating New Value

Leading Innovation and Creating New Value will help you promote innovation and drive the creation of new value in your organization. It will also help you understand innovation and entrepreneurship as effective problem-finding and problem-solving processes. You will be acquainted with new tools to diagnose needs, and facilitate the transfer of this information into innovative products and services. [click here.](#)

Dates: TBA

Location: Brookings Institute (Washington DC)

Cost: \$1,895

Contact Information: 800.925.5730

Organizational Agility and Continual Learning

This class is designed to enhance your skills and competencies in leading organizational agility. Going beyond the assumption that all organizations learn in the same basic ways, this course explores the nature of learning in four fundamental forms of organization. You will learn techniques for facilitating learning in each of these contexts and how to apply these techniques effectively. [click here.](#)

Dates: April 30 – May 1, 2014

Location: Brookings Institute (Washington DC)

Cost: \$1,895

Point of Contact: Alexis-Clair Roehrich,

Phone Number: 202.797.2484

Problem Solving Through Critical Thinking

This course introduces critical thinking and helps leaders proactively manage their organizations and agencies for long-term success. A central focus is the difference between formulating problems and solving them. You will learn the specific process for formulating complex, ill-structured problems. You also will learn basic facilitation skills for helping groups engage in problem formulation and problem-solving activities. [click here.](#)

Dates: April 23-24, 2014

Location: Brookings Institute (Washington DC)

Cost: \$1,895

Point of Contact: Alexis-Clair Roehrich,

Phone Number: 202.797.2484

[Table of Contents](#)**Women's Leadership: Strategies for Success**

Join other women who are either in—or on the fast-track to—senior federal leadership positions. Through Women’s Leadership: Strategies for Success, you will capitalize on distinctive female strengths while avoiding potential pitfalls. In a tailored, eight-month program, women from across many federal agencies will learn how to strengthen leadership qualities and explore the secrets of senior-level success while maintaining authenticity and balance. [click here.](#)

Dates: April 23 – November 19, 2014

Location: Brookings Institute (Washington DC)

Cost: \$4,275

Point of Contact: Katherine A. Rowbotham, Program Coordinator

Phone Number: 202.797.6166

California State University, East Bay**Project Management**

Upon completion of this course, students will be able to: evaluate and select the most desirable projects, identify desirable characteristics of effective project managers, apply appropriate approaches to plan a new project, apply appropriate methodologies to develop a project schedule, develop a suitable budget for a new project, identify important risks facing a new project and apply appropriate techniques to assess ongoing project performance. [Additional information may be found here at the California State University - East Bay’s website.](#)

Dates: TBD

Location: CA

Cost: 0

Contact Information: 510-885-3000

California State University, Fresno**Introduction to Entrepreneurship**

Develops an understanding of the complex tasks faced by individuals engaged in entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. [Additional information may be found here at the California State University - Fresno’s website.](#)

Dates: TBD

Location: CA

Cost: \$394

Contact Information: (559) 278-0964

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California State University, Long Beach

Entrepreneurship and New Venture Creation

Being an entrepreneur in a free enterprise environment or an entrepreneur in an existing organization. Use of state-of-the-art theory to plan and evaluate business startups. Testing ideas with successful entrepreneurs and creating individual business plans. [Additional information may be found here at the California State University - Long Beach's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$405

Contact Information: (562) 985-8597

Center for Creative Leadership

Leading for Organizational Impact: The Looking Glass Experience

This 5-day program enhances the ability of senior managers and executives to lead while balancing short-term and long-term strategic perspectives. [click here.](#)

Dates: Greensboro: March 24-28, 2014/ April 14-18, 2014/ June 2-6, 2014

San Diego: March 31-April 4, 2014/ May 19-23, 2014

Cost: \$7,900

Contact Information: 1-336-545-2810

Columbia University

Leading Strategic Growth and Change

This program is a five-day program focused on growth initiatives within an organization; it utilizes the process of finding opportunities, launching new ventures, and leading necessary organizational changes to revitalize an organization. Participants learn how to thrive in rapidly changing and highly uncertain environments, gain insight into a current pressing change initiative within their own organization, and immediately begin to apply the learning to make rapid progress on the issue. [click here.](#)

Program Dates: May 19-23, 2014; October 27-31, 2014

Application Deadline: Rolling Admission depending on space; pre-program assignments are due 2 weeks before the program start date

Location: Columbia University, NYC campus

Cost: \$8,650

Contact Number: 212.854.3395

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Creating and Executing Breakthrough Strategy

This program helps you to gain a competitive edge by better understanding your customers, competitors, and industry trends. The program introduces you to the Strategic Learning process — a unique way of integrating strategic analysis, focus, alignment, and execution, and gives you practical guidelines for implementing new strategic directions. [click here.](#)

Dates: May 4-9, 2014; November 9-14, 2014

Location: Dolce Norwalk Conference Center in Connecticut

Cost: \$9,400

Contact Number: 212.854.3395

Developing Leaders Program for Nonprofit Professionals

The program offers formal training in fundamental elements of strategic management, including how to use financial data for strategic decision making, and also covers critical areas in leadership, such as the planning and implementing of organizational change, negotiating effectively, and self-awareness. [click here.](#)

Dates: March 9 – 14, 2014

Location: Dolce Norwalk Conference Center in Connecticut

Cost: \$4,000

Contact Number: 212.854.3395

Cottey College

BUS 335 Principles of Entrepreneurship

Entrepreneurship is a course that fosters the idea of starting, operating, and managing a business. Students will assess one's individual skills and abilities, identify possible business opportunities, conduct feasibility analysis, research profit possibilities, explore market needs, find resources, and learn traits and characteristics of effective entrepreneurs. Students will begin to develop the skills necessary to organize, create, and manage a business. [Additional information may be found here at the Cottey College's website.](#)

Dates: Fall 2014/Spring 2015

Location: TX

Cost: \$650.00

Contact Information: (417) 667-8181

Dillard University

Strategic Management (BM 460)

An integration of business concepts from various business disciplines in the formulation and implementation of business strategies. Course uses the case study and teamwork approaches in solving specific business problems. [Additional information may be found here at the Dillard University's website.](#)

Dates: Summer

Location: LA

Cost: \$498

Contact Information: 504-816-4662

[Table of Contents](#)**Emory University****Critical Thinking and Decision Making**

Critical Thinking and Decision Making is a two-day course that exposes participants to applied decision making frameworks designed to enhance creative and strategic abilities. This course aims to improve decision making by applying techniques that minimize risk and maximize impact and influence. [click here.](#)

Dates: July 23-24, 2014

Cost: \$1,995

Contact Information: Phone: 404.727.2200 Email: ExecutiveEducation@emory.edu

Fort Valley State University**Leadership I**

This course examine the determinants of effective leadership, assess their own leadership abilities and style and acquire skills that are important for effective leadership. Such skills involve:effective decision making, listening, selling oneself, learning how to follow and how to lead,conducting meetings, learning how to resolve conflicts and learning how to negotiate a position. Students distinguish between leadership and management. [Additional information may be found here at the Fort Valley State University's website.](#)

Dates: On Going

Location: FL

Cost: \$683

Contact Information: (478) 825-6520

Professional Development I

Students learn how to manage their time, how to make effective decisions, how to present themselves and their work in a professional manner and how to balance their workload, how to handle stress and other issues of physical and mental well-being and how to communicate effectively one-on-one and in groups. Students experience situations involving social/professional decorum. [Additional information may be found here at the Fort Valley State University's website.](#)

Dates: On Going

Location: FL

Cost: \$683

Contact Information: (478) 825-6520

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George Washington University

Lean Six Sigma

Utilizing a blended learning approach that combines online delivery with individual coaching sessions and the development of a Lean Six Sigma project, course participants will learn to collect and analyze performance data, identify inefficiencies and problems, pinpoint the root causes of those problems, and institute new protocols to greatly improve processes. [click here.](#)

Dates: TBD

Location: Online with real time coaching consultants

Program Tuition: Green Belt Certification: \$4,750; Black Belt Certification \$4,950

The Graduate School (DC)

Managing for Results

Today's federal leaders are expected to plan for and measure performance to demonstrate that the agencies and programs they manage are viable and achieving results. Learn strategies to achieve measurable performance gains in your organization. Explore organizational issues affecting performance measurement, the balanced scorecard, accountability, entrepreneurial approaches to improvement, and how to manage stakeholder expectations. [click here.](#)

Dates: March 10-12, 2014/ June 16-18, 2014

Location: Washington, DC

Tuition: \$1,595

Contact Number: 202-314-3300 or toll free (888-744-4723)

Grambling State University

Policy Formation, Implementation and Evaluation (PA512)

Studies qualitative and quantitative techniques for systematic assessment of government activities. Methods of evaluation of program operations and achievement of primary and secondary objectives are introduced. This course also examines the professional approaches in developing and implementing policy choices and options. [Additional information may be found here at the Grambling State University's website.](#)

Dates: TBD

Location: LA

Cost: \$3405

Contact Information: 1-800-569-4714

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Harvard University

Driving Government Performance: Leadership Strategies that Produce Results

This program introduces the participants to a variety of proven strategies that have helped a diversity of public executives in a diversity of circumstances produce significant results. This Executive Education program clarifies the leadership principles that undergird these strategies and provides the participants with the opportunity to learn how they can adapt these principles to improve performance in their own organizations. [click here.](#)

Date: TBD

Location: Harvard Kennedy School-Executive Program (Cambridge, MA)

Cost: \$6,900

Contact: 617-496-0484

Senior Executive Fellows

The program does not teach answers to specific problems -- it provides a strategic approach to problem-solving. From the start, you'll take on a leadership role, discovering ways to look at issues from new perspectives. You'll learn how to generate a more diverse array of possible interpretations, and therefore, a wider range of possible solutions. Through class work, group work, and individual study, you'll practice strategic analysis daily, until it becomes a natural, ingrained response. [click here.](#)

Dates: April 13, 2014 - May 9, 2014/ October 12, 2014 - November 7, 2014

Application Deadlines: August 12, 2014

Fees: \$19,800

Contact: 617-496-0484

Leadership Decision Making: Optimizing Organizational Performance

Leadership Decision Making: Optimizing Organizational Performance offers important new insights into leadership based on breakthrough scientific discoveries about decision making. The goal of the program is to prepare participants with the skills to become effective 'decision architects', who design optimal decision making environments within their organizations and improve overall organizational performance. Tough decisions are the essence of leadership. Using the latest research, case study discussions, and real-time activities in the new Harvard Decision Science Laboratory, program participants will have the opportunity to examine both the scientific basis for and the practical aspects of judgment and decision making, and learn how to build lasting leadership skills that incorporate this knowledge. [click here.](#)

Dates: June 22, 2014 - June 27, 2014

Application Deadline(s): April, 2014

Cost: \$6,900

Contact: 617-496-0484

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Illinois Institute of Technology

Entrepreneurship for IT Professionals

Any manager who wants to be able to evaluate the business model of his or her enterprise division, or expert who wants to use the technical knowledge he or she has developed in years of study and business practice should attend. The course is designed to help the business manager stop working for other people and start declaring economic independence. [click here.](#)

Dates: TBD

Location: IIT Main Campus, Chicago and ONLINE

Cost: \$2,450

Contact Number: 312.567.5280

Jarvis Christian College

Business Ethics

This course is designed to help students understand moral issues; develop a framework in which to consider national and international business issues; apply perspective to ethical issues; and study the effect ethical decision-making has on the individual, corporation, and society. (3 credit hours) [Additional information may be found here at the Jarvis Christian College's website.](#)

Dates: TBD

Location: TX

Cost: 0

Contact Information: 903.730.4890

Johnson C. Smith University

Business Communication (MGT 336)

This course focuses on the nature and problems associated with individual, interpersonal, and organizational communication in business. A variety of verbal techniques is used, such as presentations, graphics, public speaking, and writing, to foster effective organizational and individual performances. [Additional information may be found here at the Johnson C Smith University's website.](#)

Dates: Fall

Location: NC/Online

Cost: \$1254

Contact Information: 704-378-1000

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Total Quality Management (MGT 440)

This course is a study of a cooperative form of doing business that relies on the talent and capabilities of both labor and management to continually improve customer satisfaction, quality, and productivity using teams. The course focuses on the practice of participative management through the use of an integrated system of tools, techniques, and training measures. [Additional information may be found here at the Johnson C Smith University's website.](#)

Dates: Fall

Location: NC/Online

Cost: \$1254

Contact Information: 704-378-1000

Kentucky State University**Leadership and Development (BUA202)**

Application of communication theory in business writings and oral presentations. [Additional information may be found here at the Kentucky State University's website.](#)

Dates: TBD

Location: KY

Cost: \$625

Contact Information: Jennifer Miles
(502) 597-7023

Loyola University Chicago**Project Management Certificate Program**

This program will improve participants' performance by providing industry-standard tools approved by the Project Management Institute (PMI®) to help successfully manage any type of project regardless of scope or industry. Focusing on the proven methodology behind effective project management, the program allows participants to practice these concepts in a project-based team environment. Time built into the program for sharing insights, past experiences, and best practices make the course even more relevant and applicable for all participants. [click here.](#)

Dates: March 10-14, 2014

Location: Loyola University Chicago, Water Tower Campus (Chicago, IL)

Cost: \$3,300

Contact: 312-915-6761

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Metropolitan College of New York

Corporate Social Responsibility

Corporate Social Responsibility provides an insightful look into how business adopts a strategic focus for fulfilling the economic, legal, and ethical responsibilities expected by all its stakeholders. Topics include: managing stakeholder relationship; governance; ethical business decisions; technology and sustainability issues. Case studies provide focus on financial, energy, and environmental issues. This course works in tandem with the International Practicum [Additional information may be found here at the Metropolitan College of New York's website.](#)

Dates: TBD

Location: NY

Cost: \$836/credit

Contact Information: Dr. Tilokie Depoo

Dean & Professor

School for Business

212.343.1234, ext. 2204

tdepoo@mcny.edu

Midway College

Leadership and Organizational Behavior (BA305)

This course continues the study of group and individual behavior and how it influences organizational effectiveness, with emphasis on decision-making and conflict resolution. Students develop strategies for efficient and productive group management, conflict management, and leadership. [Additional information may be found here at the Midway College's website.](#)

Dates: August 19, 2014 (Fall Semester)

Location: KY

Cost: \$1560

Contact Information: 859-846-4421

Mississippi Valley State University

Strategic Management (BA 655)

This is a capstone course and as such it uses a case discussion method to identify, analyze, and solve various strategic issues confronting international business leaders. [Additional information may be found here at the Mississippi Valley State University's website.](#)

Dates: Fall Semester

Location: MS

Cost: \$1470

Contact Information: 662-254-3347

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MIT Sloan School of Management

Business Dynamics: MIT's Approach to Diagnosing and Solving Complex Business Problems

Through intensive, hands-on workshops and interactive experiments, participants will be exposed to the principles of systems thinking and practical methods for putting them into action. They will be introduced to a variety of tools, including mapping techniques, simulation models, and MIT's management flight simulators, which they can apply to their own business environment as soon as they complete the program. Throughout the week, participants work in small groups and interact closely with the course leaders, Professors Sterman and Repenning. [click here.](#)

Dates: Jun 02-06, 2014

Location: MIT Campus, Cambridge, Massachusetts

Costs: \$8,100 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Driving Strategic Innovation: Achieving High Performance Throughout the Value Chain

Offered jointly with IMD, this program will combine marketing, product development, technology assessment, value-chain design, project execution, and talent management in an end-to-end roadmap for achieving breakthrough performance. It will demonstrate how to build organizational relationships that facilitate knowledge transfer, both within the firm and across the value chain. Using a dynamic and integrative value-chain framework created at MIT, participants will gain the capability to position their organizations for future growth. [click here.](#)

Dates: Mar 23-28, 2014/ Sep 07-12, 2014

Location: March 2014: IMD, Lausanne, Switzerland; September 2014: MIT, Cambridge, Massachusetts

Costs: \$11,500 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Understanding and Solving Complex Business Problems

This program will introduce participants to "systems thinking" as a response to the rapid changes in technology, population, and economic activity that are transforming the world, and as a way to deal with the ever increasing complexity of today's business. Systems thinking was devised to improve people's ability to manage organizations comprehensively in a volatile global environment. It offers managers a framework for understanding complex situations and the dynamics those situations produce. Senior managers can use the system dynamics method to design policies that lead their organizations to high performance. The program is intended to give participants the tools and confidence to manage organizations with full understanding and solid strategy. [click here.](#)

Dates: March 11-12, 2014/ June 24-25, 2014/ November 06-07, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

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Fundamentals of Finance for the Technical Executive

This program is designed for executives who manage project teams and departments, and technical professionals involved with R&D, product and software design, engineering, and other scientific and technical work. No advanced quantitative skills are required, but participants should bring calculators. [click here.](#)

Dates: June 24-25, 2014/ November 11-12, 2014

Location: Cambridge, Massachusetts

Tuition: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Morehouse College

Management Decision Science

A general approach to modeling for decision making. Students are introduced to quantitative models in the management decision-making process. (3 credit hours) [Additional information may be found here at the Morehouse College's website.](#)

Dates: TBD

Location: GA

Cost: 0

Contact Information: (404) 681-2800

Morgan State University

Seminar in Business & Society

Educational readings dealing with interactions between business and its environment, particularly those involving non-economic stakeholders. Includes stakeholder analysis and other approaches to the non-economic tasks of the Chief Executive Officer and other General Managers. (3 credits) [Additional information may be found here at the Morgan State University's website.](#)

Dates: TBD

Location: MD

Cost: 0

Contact Information: Registrar's office 443-885-3727

Seminar in Human Resource

An examination of selected theoretical and empirical literature describing the management of various activities designed to enhance the effectiveness of an organization's work force. (3 credits) [Additional information may be found here at the Morgan State University's website.](#)

Dates: TBD

Location: MD

Cost: 0

Contact Information: Registrar office 443-885-3727

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Morris Brown College

Organizational Communication

This course investigates group behavior and how group functions affect organizational effectiveness. Emphasis is placed on decision-making and conflict resolution. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or by individual.

[Additional information may be found here at the Morris Brown College's website.](#)

Dates: Ongoing per semester

Location: GA

Cost:

Contact Information: (404) 739-1010

Principles of Management and Leadership

Students examine motivational theory and its application to individual and group functioning in work situations. Leadership styles related to particular circumstances are analyzed. Negotiation is studied through reading and class practice with an analysis of the effect on productivity. [Additional information may be found here at the Morris Brown College's website.](#)

Dates: Ongoing per semester

Location: GA

Cost:

Contact Information: (404) 739-1010

Napa Valley College

Critical Thinking and Composition

You will analyze and write problem-solving and argumentative essays on a variety of current and enduring questions. You will study classical elements of argument, including deduction, induction and fallacies. [Additional information may be found here at the Napa Valley College's website.](#)

Dates: Spring/Summer

Location: CA

Cost: \$138

Contact Information: (707) 253-3000

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National University

Analysis and Decision Making

Evaluate the differences between quality research versus wisdom literature.

Critique and evaluate research findings and recommendations.

Communicate criticisms of scholarly work in a professional and clear manner.

Synthesize data findings and identify resources to supplement decision making.

Create frameworks for decision making that include systems thinking and analysis. [Additional information may be found here at the National University's website.](#)

Dates: Spring

Location: CA

Cost: \$336

Contact Information: 800-628-8648

Norfolk State University

Total Quality Management (MGT 370)

Introduction to quality management in manufacturing and service organizations with emphasis on the evolution of quality movement worldwide, TQM and “Quality First” Paradigms. Students are exposed to quality principles from a global perspective. The case study approach is used to examine quality planning and implementation in all types of organizations, especially those that won the MBNQA. [Additional information may be found here at the Norfolk State University's website.](#)

Dates: May 31st for Fall

Location: VA

Cost: \$2142

Contact Information: 757-823-8670

Business Management Database (MGT 390)

Introduction to the design and development of database systems. Exploration of the database environment; relational aspects of the database theory; structured query language features of SQL server. [Additional information may be found here at the Norfolk State University's website.](#)

Dates: May 31st for Fall

Location: VA

Cost: \$2142

Contact Information: 757-823-8670

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Northwestern University

The Customer Focused Organization: Critical Steps in Achieving and Sustaining Focus

This program will develop key steps a leader takes beginning with a clear definition of the customer focus end state, the development of a marketing strategy, and the organization's design to support the strategy. The program also discusses various change methods contingent on the company's starting point and the mind-set of its senior management. [click here.](#)

Dates: May 12-15, 2014 / November 10-13, 2014

Costs: \$6300

Contact Number: 847-467-7000

The Science of Lean Six Sigma Operations

Generate a sustainable advantage in cost, quality, speed, and customer service to achieve world-class performance. Using real-world case studies, group workshops, and animated computer simulation models, you explore a framework for diagnosing, improving, and designing effective processing systems and for identifying leverage points with the greatest impact on the bottom line. [click here.](#)

Dates: TBD

Costs: \$4,000

Contact Number: 847-467-7000

Notre Dame de Namur University

Management Planning & Decision Making (BUS2024)

Studies planning and decision-making as rational processes. The course examines the nature and kinds of organizational decisions, behavioral and organizational barriers to effective decisions, and models, tools, and techniques to improve decision-making performance. [Additional information may be found here at the Notre Dame de Namur University's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$654.00

Contact Information: 1-650-508-3442 - Manny Nungary

Nova Southeastern University

Leadership for High Performance

This program evaluates high-performing organizations, their characteristics, and the role of leadership in a high-performance environment. During this program, you will discover the effect of leaders on followers, evaluate the issues facing all groups and teams, participate in exercises to demonstrate intergroup dynamics, and strengthen the engagement quotient. This program is designed for managers, directors, and professionals who are helping to lead their organizations. [Additional information may be found here at the Nova Southeastern University's website.](#)

Dates: TBD

Location: FL

Cost: \$395

Contact Information: 800-672-7223, ext. 25183

[Table of Contents](#)**Oakton Community College****Executive Support Management**

Course explores role of executive support management professional. Content includes managing business and work life of executive, systems that support the executive in meeting business, administrative, social, and professional obligations. Focus is on creating comprehensive executive support system. [Additional information may be found here at the Oakton Community College's website.](#)

Dates: TBD

Location: IL

Cost: \$863.00

Contact Information: (847) 635-1600

Pennsylvania State University**Designing and Leading Competitive Supply Chains**

This program is targeted for senior-level executives charged with design and orchestration of complex supply chain systems. Participants learn practices that enhance supply chain speed, flexibility, and competitive differentiation. Topics include: Financial imperatives for design, global view on supply chains, intersection of operations and technology, strategic procurement, network design. [click here.](#)

Date: September 23-25, 2014

Location: Executive Education Center, University Park Campus

Fees: \$4,950

Contact: 1-800-311-6364 or psep@psu.edu

Regents of the University of New Mexico, Valencia County Branch**Business Ethics: Education and Organizational Best Practices**

Managing an ethical organizational culture requires knowing how to develop, manage and lead others in making the right decisions. Your own personal ethics are only one part of the equation, managers and educators need to know how to lead others effectively. Our online program will provide you with an overview of the current state of organizational ethics and effective methods of teaching and communicating business ethics concepts. This course shows real-life examples of ethical dilemmas and methods to measure an organization's ethical culture. [Additional information may be found here at the Regents of the University of New Mexico, Valencia County Branch's website.](#)

Dates: TBD

Location: NM

Cost: \$881.00

Contact Information: (505) 277-2525

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San Joaquin Delta College

Advanced Business Communications (BUS 017B)

This course is designed to provide the student with an understanding of business communication principles and procedures for effective writing of memorandums, electronic messages, letters, reports, and proposals. Topics include intercultural communication, technology, audience-centered messages, and the business writing process as applied to developing business written communication. [Additional information may be found here at the San Joaquin Delta College's website.](#)

Dates: 09/02/2014 Fall

Location: CA

Cost: \$138.00

Contact Information: (209) 954-5151

Introduction to Management Information Systems (CS 012)

This course is an introduction to information systems for the business student. Topics include the value and use of information systems technology for business operations, managerial decision making, and strategic advantage. Information system planning, systems analysis and design using applications software, decision support systems, and expert systems are included. Projects focus on the design, development, and use of information system models to improve managerial decision making. [Additional information may be found here at the San Joaquin Delta College's website.](#)

Dates: 09/02/2014 Fall

Location: CA

Cost: \$138.00

Contact Information: (209) 954-5151

San Jose State University

Fundamentals of Operations Management (BUS3 140)

Familiarizes students with processes that transform inputs into finished goods and services; helps students understand the importance of operations management and how it interacts with other parts of the organization; develops skills in applying appropriate analytical tools to business operations challenges. [Additional information may be found here at the San Jose State University's website.](#)

Dates: 04/15/2014 for Fall

Location: CA

Cost: \$372/unit

Contact Information: (408) 924-1000

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Seward County Community College/Area Technical School

Business Management

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process and applications in operational activities of a business firm. [Additional information may be found here at the Seward County Community College / Area Technical School's website.](#)

Dates: Fall 2014

Location: KS

Cost: \$405.00

Contact Information: (800) 373-9951

Human Resource Management

This course emphasizes the performance of the personnel function in non-business organizations, as well as business firms; it deals with the performance of employees in white-collar and service activities. Considerable emphasis is given to equal employment opportunities for women, minorities, other workers, the handicapped and veterans. Universal aspects of personnel administration are highlighted. [Additional information may be found here at the Seward County Community College / Area Technical School's website.](#)

Dates: Fall 2014

Location: KS

Cost: \$74 per credit hour (in Seward County)

Contact Information: (800) 373-9951

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Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Results Driven

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
ECQ #3-RESULTS DRIVEN	131.3	118	209	46
Accountability	23.1	30	33	6
Customer Service	62.7	40	46	5
Decisiveness	25.1	24	56	11
Entrepreneurship	9.3	11	26	20
Problem Solving	11.1	13	42	4
Technical Credibility	0	0	6	0

[Click here](#) for a complete list of assets and descriptions specific to each ECQ competency.

Dates: Available 24x7x365

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: https://community.skillsoft.com/USGOV/Competency_public.asp

[Click here](#) for resources related to OPM's Federal Supervisory Training

Email LeadershipTraining@Skillsoft.com for additional guidance.

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Southern Methodist University

Formulating & Implementing Exceptional Business Strategy

In a challenged economy more than ever, success depends on leaders who can accurately assess the competitive environment, develop sound, innovative strategy and take their plans from idea to action. This concentrated two-day course for executives and managers covers the entire scope of strategic planning—from the seminal concepts of Andrews, Drucker and other leading strategists to the secrets of helping your organization recapture its entrepreneurial spirit. You'll review the fundamentals of segmentation, targeting and positioning—the marketing backbone for success. You'll learn how to assess your organization's resources, processes and values—and how to achieve competitive advantage through targeted innovation in your products and services. You'll understand the core principles and processes that drive effective planning and gain powerful skills you can put to work in your own business tomorrow. [click here.](#)

Program Dates: March 19-20, 2014

Program Location: Dallas, TX

Program Tuition: \$2,195

Contact Number: 214-768-3335

Tennessee State University

Project Management & Analysis

This course explores the techniques to successfully manage business projects. The topics covered include scope, time, cost, quality, human resource, communications, risk, integration and procurement management. The processes covered include initiating, planning, executing, controlling, and closing of projects. Students will have the opportunity to use current project management software. (3 credit hours) [Additional information may be found here at the Tennessee State University's website.](#)

Dates: TBD

Location: TN

Cost: \$1299

Contact Information: (615) 963-7295

University of Arkansas at Pine Bluff

Organizational Behavior (MGMT3322)

An integration of basic managerial concepts and social sciences as they affect people in organizations. [Additional information may be found here at the University of Arkansas at Pine Bluff's website.](#)

Dates: Spring/Fall

Location: AK

Cost: \$397

Contact Information: Dr. George Herts
(870) 575-8316

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University of California, Berkeley

Leadership for Entrepreneurs

Learn to adapt your leadership style to enhance the growth potential of your business as it transitions through its startup, infrastructure development and enterprise-scale phases. Understand how to use transformational pyramids to create differential advantage for employees, customers and investors, and apply this analysis to your business model. This class is taught in a combination lecture and active discussion format and includes interactive exercises, small group work, simple case studies and group problem-solving sessions. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$750

Contact Number: 510-642-4231

Performance Evaluations: Measuring Goals and Outcomes

Learn critical information and explore strategies and techniques for ensuring a successful Performance Evaluation. Gain tips to overcome the difficulty of giving negative feedback, and discover the power of utilizing a participative style of leadership to obtain desired results. Understand the role of developing meaningful goals with a take-away of eight questions for evaluating the quality of goals set. Learn how to measure the outcome of goals by developing a set of mutually established standards within a framework of ongoing employee development and corrective action. [click here.](#)

Dates: April 24, 2014

Location: Berkeley, CA Room 208, UC Berkeley Extension, 1995

Cost: \$295

Contact Number: 510-642-4231

Strategic Problem Solving

In this program you will learn and practice fundamental skills of strategic problem solving. Understand how to approach business problems in a structured and efficient way that is based on the problem solving techniques of the top tier consulting firms. Focus on a variety of tactics used to enhance communication, persuasion and build trust within teams and senior management. [click here.](#)

Dates: May 30-31, 2014

Application Deadline: May 16, 2013

Location: San Francisco, CA

Cost: \$525

Contact Number: 510-642-4231

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Tackling Tough Issues in the Workplace

Given the pace of work, pressures to perform and the resulting stress and burn-out common in today's workplace, it's not surprising that productivity suffers; performance declines, teams fall apart and leaders often get the blame. Using tools and strategies explored in this workshop, you learn to tackle and resolve long-standing issues, improve performance, strengthen relationships, and make progress even in "hopeless" situations. [click here.](#)

Dates: May 19, 2014

Location: San Francisco, CA Room 800, UC Berkeley Extension Downtown Center

Cost: \$295

Contact Number: 510-642-4231

University of the District of Columbia - Community College

Six Sigma: Total Quality Applications

In this six-week online course, you will learn how to apply the DMAIC model each step of the way. You'll learn how to define, plan, implement, and close a Six Sigma project. You'll also know how to use process capability and how to apply lean thinking. And you'll understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®). [Additional information may be found here at the University of the District of Columbia - Community College's website.](#)

Dates: Mar 19, Apr 16, May 21 2014

Location: online - DC

Cost: \$115

Contact Information: UDC Community College

Continuing Education - Eddie Jo Williams- 202-274-5536

Six Sigma: Total Quality Fundamentals

In this six-week online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential.

This course will help you manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact. [Additional information may be found here at the University of the District of Columbia - Community College's website.](#)

Dates: March 19, April 16, May 21

Location: online - DC

Cost: \$115

Contact Information: UDC Community College

Continuing Education - Eddie Jo Williams - 202-274-5536

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University of Guam

Government Accounting

This course covers state and local accounting, non-profit accounting, accounting for grant monies, and federal accounting. Government accounting is different from commercial accounting, as this course will provide the student with a working knowledge of all echelons of governmental accounting within the United States. [Additional information may be found here at the University of Guam's website.](#)

Dates: spring/summer 2014

Location: GU

Cost: \$570/\$1371

Contact Information: (671) 735-2990

PUBLIC PERSONNEL ADMINISTRATION

This course covers the development and management of human resources; history of the Civil Service career system; training practices; human relations in supervision; philosophy and organization of public personnel administration. [Additional information may be found here at the University of Guam's website.](#)

Dates: spring/summer 2014

Location: GU

Cost: \$570/\$1371

Contact Information: (671) 735-2990

University of La Verne

Human Resource Management

Studies theory and practice of human resources management. Includes functions, responsibilities, and activities of a human resources manager. May be taken for letter grade only. [Additional information may be found here at the University of La Verne's website.](#)

Dates: TBD

Location:

Cost: \$580.00

Contact Information: 909-593-3511

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University of Maryland, College Park

The Advanced Executive Coaching Certificate Program

The Advanced Executive Coaching Program at the University of Maryland's Robert H. Smith School of Business focuses on the knowledge and advanced competencies required to effectively coach senior leaders within the context of today's global business environment. The course builds on core coaching competencies and takes Executive Coaching to the next level. Designed by Smith faculty and experienced executive coaches, it provide a unique coach learning experience. [click here.](#)

Dates: Five two-day seminars (9am to 5pm) including a capstone experience at Gettysburg.

Location: Robert H. Smith School of Business Suite in the Ronald Reagan Building and International Trade Center at 1300 Pennsylvania Avenue NW in downtown Washington, D.C.

Cost: \$4,900 for 10 program days

Contact Number: 301-229-6561

University of Massachusetts- Boston

Performance Management in Government and Non-Profits (online)

This course explores what performance management means and how government agencies can adopt this management approach. Students will learn how to develop skills to refine the way goals and strategies are articulated so that they can be effectively measured, and to select practical performance measures. Also covered are how to identify target audiences, present data clearly, and to analyze and use data to improve performance. Using theoretical readings, case studies, and exercises, the course provides a conceptual grasp of the underlying dynamics employed when you manage for results. It also provides a practical understanding of how to apply performance management tools successfully at all levels of government across policy areas. [Additional information may be found here at the UMass Boston's website.](#)

Dates: July 20 - August 31

Location: online

Cost: \$700 (\$600 for government employees)

Contact Information: Betsy Bury- betsy.bury@umb.edu

University of Michigan

The Michigan Executive Program

Our Executive Program isn't for the faint of heart, and it certainly isn't for the mediocre. This intense, content-rich program provides a deep and comprehensive understanding of management and leadership across all areas of business. In our program, you learn to adapt to challenges quickly, explore policies, think more critically and update your management skills and styles to lead your company to compete in the global marketplace. Throughout the program, your learning is enriched by engaging analyses, provocative discussions, group presentations and computer simulations—with you as an active leader of your own learning process. [click here.](#)

Dates: Apr 27 – May 16, 2014

Location: Ann Arbor, MI

Fees: \$31,500

Contact: 734-763-1000

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University of Minnesota

Operational Excellence

Achieving measurable breakthroughs in operational performance is accomplished by delivering superior products and processes in the eyes of your external and internal customers at the lowest possible cost. In this three-day program, you will develop in-depth, hands-on knowledge of improvement methodologies, know when and how to use each method, and how to combine them into a systematic approach to take your operation to the next level, and the level after that. The instructor will use examples from numerous major industries in the manufacturing, service, software, and other sectors. [click here.](#)

Dates: TBA

Fee: \$3,000

Location: University of Minnesota

Contact: 612-625-5412

Power and Influence: Strategically Managing Business Relationships

Successful leaders and communicators must not only make the right decisions—they must also influence others to support and execute those decisions. Discover the tools to immediately build a power base, leverage your existing skills, and strategically move others in the right direction. You will learn the practical tools to become more powerful and influential in your dealings with coworkers, managers, and partners. Through a mix of lecture, discussion, and experiential exercises, you will master the tools to be able to mobilize entire teams, departments, and organizations. [click here.](#)

Dates: May 14-15, 2014

Fee: \$2,500

Location: University of Minnesota

Contact: 612-625-5412

University of New Mexico, Taos

CJ 130. PUBLIC SPEAKING

This course covers all aspects of public speaking including; analysis, preparation, and presentation of speeches. A performance enhancer course. [Additional information may be found here at the University of New Mexico-Taos's website.](#)

Dates: TBD

Location: NM

Cost: \$441.00

Contact Information: (575) 737-6200

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University of North Carolina at Chapel Hill

Strategic Planning and Business Decision Making

This program has been designed to equip executives with the advanced strategic planning and business decision making skills they need to excel as multifaceted leaders in today's dynamic business world. The first part of the program takes managers and business owners through a strategic planning process that was developed by the program leaders and is used successfully today in over 100 firms. Participants start by examining each of the steps in the strategic planning process, observing how and why other companies have either succeeded or failed in the planning process, and they leave with a strategic planning template that has stood the test of time for mid-sized companies. The second part of the program focuses on how managers can incorporate strategic business decision making in their day-to-day operations. The topics in the business decision making portion of the program were chosen because decision making under uncertainty is the norm rather than an exception in the 21st century. Managers increasingly have to make important business decisions when information is incomplete and the future is murky. This is further complicated by the fact that technology and globalization are ensuring that no source of competitive advantage remains sustainable. The only way firms can continue to grow and prosper is through continuous innovation; however, companies must also constantly revisit their roots and original corporate vision to ensure that the domain of activities in which they participate remains relevant. [click here.](#)

Dates: December 9-11, 2014

Fees: \$3,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC; Email unc_exec@unc.edu

Talent Management Institute

In a complex environment, superior talent remains the surest path to sustained competitive advantage. Yet organizations are finding that traditional approaches to talent building are falling short of expectations. The Talent Management Institute has been designed to build the skills and capabilities of HR and Talent Management leaders and provide them with the tools necessary to design and execute a flawless talent management strategy so that their impact on the organization is meaningful and significant. [click here.](#)

Dates: July 28-31, 2014 / November 17-20, 2014

Fees: \$4,900

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC; Email unc_exec@unc.edu

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University of Richmond

Strategic Project Management

Whether it's launching a new product or a global communication system, developing software or constructing a building, it's your job as a project manager to make it all happen. Project management takes a special set of tactical and practical management skills to carry out this kind of responsibility. This workshop will give you the skills and training you need in all of the critical phases of managing people and projects successfully. The emphasis is on real-world, practical applications developed through years of hands-on experience in world-class, multinational organizations. [click here.](#)

Dates: March 19-21, 2014

Fees: \$1,425

Contact: (804) 289-8019 or execed@richmond.edu

Registration Deadline: March 5, 2014

Advanced Project Management

In this intensive three-day workshop, you will step beyond the essentials of project management and deal with real problems that result from changes during a project's life cycle. You will work through the process of bringing an actual project to completion with minimal impact on overall performance, budget and schedule objectives. This is a true, hands-on experience. No lectures. No theory. You will work with other attendees to address and resolve actual project management obstacles.

Prerequisite: Strategic Project Management and Project Risk Management. [click here.](#)

Dates: April 30-May 2, 2014 / June 23-25, 2014

Fees: \$1,425

Contact: (804) 289-8019 or execed@richmond.edu

University of Southern California- Marshall School of Business

The Leadership Course Online

Learn the leadership techniques that deliver new ideas and quick execution for individuals, teams and entire organizations. This online course shows you the broad methods for establishing guidelines, utilizing talents, allocating personnel and assigning roles, as well as building trust while establishing accountability. [Additional information may be found here at the University of Southern California-Marshall School of Business's website.](#)

Dates: 10/29-11/19/2014, 01/21-02/11/2015

Location: CA (online)

Cost: \$795

Contact Information: execed@marshall.usc.edu; Telephone: 213-740-8990

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University of St Joseph's

Management & Leadership Continuous Quality Improvement (CQI) Training Program

In the 21st Century, and its global economy, the skill of continually improving quality is vitally important to an organization's longevity and success. Whether you are in the service or production business, this course provides a proactive method of effective and efficient Continuous Quality Improvement (CQI). The CQI process takes into account the methodology of Total Quality Management (TQM) and incorporates it into a continuous process that is ever improving and evolving. Measuring customer satisfaction is at the heart of CQI and specific objective and reliable methods of gathering this data are included. The stages of planning, organizing and implementing CQI lead you step by step toward gaining global market share. Readings will be posted on the LearningManagement system and as such there are no textbooks needed for this course. [Additional information may be found here at the University of St Joseph's website.](#)

Dates: Online

Location: online

Cost: \$99

Contact Information: 860-231-5761

University of St. Thomas

Next Generation Leadership

Next Generation Leadership will ready emerging leaders to provide tremendous value to their organizations. It will dramatically stretch the participant's leadership capacity while teaching them to effectively apply core business principles to improve organizational performance and results. Through four two-day sessions that blend faculty lectures, case studies, group exercises and personal reflection, you will be prepared to: Lead and influence others with credibility, confidence and compassion, Use your personal leadership strengths to handle leadership challenges, Develop the business acumen required to make smart, well-informed business decisions, Navigate complexity, change, conflict and ambiguity, Lead diverse teams. Each of the sessions is: Focused on developing and applying leadership competencies, Fast-paced, interactive and collaborative, Facilitated by credentialed faculty, thought leaders and accomplished practitioners, Designed to foster a tight-knit network of peers who encourage, support and challenge each other long after the program ends. [Additional information may be found here at the University of St. Thomas's website.](#)

Dates: TBD

Location: MN

Cost: \$6000

Contact Information: (651) 962-4624

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University of Texas

Managing Project Execution

This course will teach you to direct the execution phase to a successful conclusion. After building the proper cultural environment, the manager will be able to monitor progress and intervene only when and where necessary. Scope is controlled through a change control process that is scaled appropriately to the level of definition. And various conflict resolution modalities are brought into play when problems cannot be avoided through early detection and recovery planning. [click here.](#)

Date: March 3-4, 2014

Location: The University of Texas at Austin

Cost: \$2,560 (Individual Course); \$14,400 - [Institute for Managerial Leadership](#) Certificate (includes materials, lunches and breaks.)

Application Deadline: Early registration is encouraged. Class size is limited and may fill to capacity. We request registrations with payment at least 3 weeks in advance of the program start date

Planning the Successful Project

To develop a robust execution plan that captures the cost, schedule and resource requirements in the face of significant risk and uncertainty. The participant will be able to identify and address risks at the proper level using a comprehensive risk management process. The potential impact on cost and schedule is described using range estimates and mitigated through a contracting strategy that allocates risks appropriately. [click here.](#)

Date: April 8-9, 2014

Location: The University of Texas at Austin

Cost: \$2,560 (Individual Course); \$14,400 - [Institute for Managerial Leadership](#) Certificate (includes materials, lunches and breaks.)

Application Deadline: Early registration is encouraged. Class size is limited and may fill to capacity. We request registrations with payment at least 3 weeks in advance of the program start date

Strategic Decision Making

Uncertainty and complexity make many decisions difficult, especially those involving R&D projects, new products and new ventures. This program provides an introduction to decision and risk analysis – the systematic evaluation of decision problems involving uncertainty. Decision and risk analysis provide a framework for analyzing decision problems by breaking them down into more manageable parts and explicitly considering the possible alternatives, available information, and the relevant preferences of the decision makers. We will discuss methods for structuring and modeling decision problems, and apply these methods to a variety of problems that involve risk and uncertainty. [click here.](#)

Date: TBD

Location: AT&T Executive Education and Conference Center Austin, Texas

Cost: \$2,560 (Individual Course); \$14,400 - [Institute for Managerial Leadership](#) Certificate; \$14,400 - [Project Management Certificate](#) (includes materials, lunches and breaks.)

Contact: 1-800-409-EXEC (3932)

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University of Virginia

Leading Organizational Effectiveness

As business landscapes transform and evolve, efficiency strategies and the ability to smartly manage effective organizations also advance. Creating and sustaining a culture of high performance, and leading organizational effectiveness across the enterprise, are a few of the most complex challenges facing leaders. A proven best practice for making a workforce a success stems from a participative design process that includes a strategic, intertwined focus on people, process, and perspective. Through the program *Leading Organizational Effectiveness*, managers will understand the systems thinking necessary to integrate disciplines of performance improvement, customer focus, learning, and change. [click here.](#)

Date: TBA

Location: Darden School of Business, Charlottesville, Virginia

Cost: \$9,100 per person.

Contact Number: 434-924-3000

Management Development Program: Driving Vision, Action, and Results

Ambitious professionals and their organizations understand that management in today's environment does not mean doing more of the same. These growth and global minded businesses prepare middle management executives to become more effective leaders who possess broad, strong business knowledge. Providing an enterprise-wide, performance-driven perspective, the *Management Development Program (MDP)* examines key business issues and solutions that are necessary to be successful in an increasingly dynamic business environment. By developing a broad understanding of the enterprise and the connectivity of business activity, *MDP* provides an opportunity for participants to focus on and drive actions that will enhance organizational effectiveness and drive superior bottom-line results. [click here.](#)

Dates: May 12-23, 2014

Location: The Inn at Darden located on the North Grounds of the University of Virginia

Cost: \$19,500 per person.

Contact Number: 434-924-3000

Servant Leadership: A Path to High Performance

All organizations strive for consistent high performance. Realistically, few achieve it. Many of the successful companies operate under a leadership principle known as “servant leadership.” These organizations and their leaders enable high employee engagement that results in extraordinary performance. The behaviors of these leaders, including the harmonious consistency among their attitudes, words, and actions, help create an organizational family that is highly accountable to each other in the pursuit of daily excellence—excellence that is both meaningful and value-creating. [click here.](#)

Dates: TBD

Location: Darden School of Business, Charlottesville, Virginia

Fee: \$8,900 per person.

Contact Number: 434-924-3000

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Strategic Thinking and Action

Strategic Thinking and Action focuses on strategic thinking for competitive response in a world of uncertainty and constant industry transformation. Particular attention is given to competing effectively in today's connected world. Throughout the program, the themes are applied to firms in a variety of industries that face growth and profit pressures, and run the risk of being challenged or threatened by new competitors with evolving business models. [click here.](#)

Date: March 24-28, 2014

Location: Darden School of Business, Charlottesville, Virginia

Cost: \$7,750 per person.

Contact Number: 434-924-3000

Power and Leadership: Getting Below the Surface

Are you ready to stretch your leadership thinking and capabilities? Through *Power and Leadership: Getting Below the Surface*, you will explore the differences between coercive, power-based leadership and deeper "level three" leadership. Integrated themes incorporate a powerful leadership model that includes personal characteristics, strategic thinking, abilities in influencing others, creating inspiring organizational designs, and principles of leading change to provoke your thoughts about leadership. You will see how to build trust, influence face-to-face, lead change, and how to become a more influential manager. The program includes a half-day of experiential learning exercises and a day-long simulation on managing change, blending fresh learning techniques with practical business, and some theory. This course will help transform your view of leadership, your influence capabilities, and elevate your contribution in your current and future roles. [click here.](#)

Dates: April 6-11, 2014

Location: Darden School of Business, Charlottesville, Virginia

Cost: \$9,100 per person.

Contact Number: 434-924-3000

Strategic Decision Making

Executives who excel at strategic decision making possess a thorough understanding of the tools available for analyzing problems, especially those involving risk and uncertainty. They are also able to overcome hurdles for analysis, examine methods for structuring and model decision dilemmas and an understanding of how to apply these methods to a variety of challenges. [click here.](#)

Date: March 24-28, 2014

Location: Darden School of Business, Charlottesville, Virginia

Fee: \$7,750 per person.

Contact Number: 434-924-3000

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University of Wisconsin- Madison

Business Process Improvement Using Lean Six Sigma and Performance Metrics

Are complex problems bogging down your business? Are redundant and inaccurate data systems making life miserable for you and your customers? Take the first step toward an integrated approach to complex business problem solving. This foundation course in Six Sigma uses a data-driven, scientific method-based, step-by-step approach that can create dramatic performance improvements for your organization. After completing this course and its exam, you will be Six Sigma Yellow Belt certified. [click here.](#)

Date: March 10-12, 2014; June 2-4, 2014; September 10-12, 2014

Cost: \$1,995

Contact Number: 608-441-7308

Creating a Culture of Innovation

Adapt to changing realities in order to thrive! This course defines skills required for diagnosing individual and organizational responsiveness to change, and explores innovativeness in product development and customer value delivery. The course takes a unique layered approach to innovation. It starts with a personal self-examination of your own creativity and leadership as inputs into a culture of innovation. Next, it progresses to tools for innovating customer value. Finally, it ends with insights into building and sustaining organizational innovation. [click here.](#)

Date: March 24-16, 2014

Cost: \$1,995

Contact Number: 608-441-7314

Defining and Managing Business Requirements

This course focuses on a requirements management process that contributes to project success. Using a real case for a workshop exercise, you will practice defining the real problem, assessing the impact on the business, and identifying and managing stakeholders' expectations. We will practice using various elicitation tools and techniques to discover real requirements that contribute to deliverable solutions, solutions that produce desired business outcomes. You will learn how to develop itemized deliverable lists and how to discover overlooked requirements. We will discuss requirements verification, traceability, and change management. Finally, you will realize how to prioritize and select the best requirements solutions and present those solutions in a business case format. [click here.](#)

Date: May 5-7, 2014; September 15-17, 2014

Cost: \$1,995

Contact Number: 608-441-7308

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Project Management: Planning, Scheduling, and Control

This project management course teaches techniques that will help you plan, implement, and complete projects with desired results...on time and within budget. Learn how to use project management systems and tools to create clear project missions and goals. Learn to accurately estimate project time and costs, employ project quality management, schedule and allocate time-critical resources, and establish feedback systems for project control. [click here.](#)

Date: March 17-19, 2014; April 28-30, 2014

Cost: \$1,995

Contact Number: 608-441-7308

Project Portfolio Management

During the course, you will learn about using appropriate project selection criteria, prioritizing projects, preventing "problem projects" from making it into a program or portfolio and determining when to terminate an existing project from either a program or a portfolio. You will learn about managing stakeholder expectations, coordinating multiple project managers working within a program or portfolio and manage resource conflicts among projects. You will learn how to prepare and communicate executive briefs on the performance of projects at the program or portfolio level and to define, track and report benefits for deliverables. [click here.](#)

Date: TBD

Cost: \$1,495

Contact Number: 608-441-7308

Quantitative Methods for Process Improvement

Analysis of quantitative information is important to any business problem, and especially so for Six Sigma projects. This online course gives participants the knowledge and the tools to dissect complicated business problems and provide quantitative analysis to problems instead of relying on intuition and instincts. Part of the course involves role play in which the learner is assigned to be a consultant to a multifaceted resort hotel business. Step by step, this multimedia program gives the participant the knowledge and tools needed to satisfy the hotel manager's demands for information and analysis. Most learners complete the program in **approximately 20 to 30 hours**, depending on the number of problems performed and previous experience with the topics discussed. [click here.](#)

Date: Self-paced

Cost: \$895

Contact Number: 608-441-7308

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Ventura College

Organizational Management

This course is designed to acquaint students with concepts of planning, organizing, otivating, communicating, directing, and controlling functions necessary for effective management to accomplish organizational objectives. [Additional information may be found here at the Ventura College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$78 In State/ \$645 Out

Contact Information: 805-289-6000

Voorhees College

Group and Organizational Dynamics (OGMT 331)

A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks groups or individuals handle. [Additional information may be found here at the Voorhees College's website.](#)

Dates: Fall/Spring 2014

Location: SC

Cost: \$1005

Contact Information: Dr. Victor Oyinbo, Business Division Chair
803-708-1086
voinbo@voorhees.edu

Organizational Communication (OGMT 337)

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict. [Additional information may be found here at the Voorhees College's website.](#)

Dates: Fall/Spring 2014

Location: SC

Cost: \$1005

Contact Information: Dr. Victor Oyinbo, Business Division Chair
803-708-1086
voinbo@voorhees.edu

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Wharton School of the University of Pennsylvania

Advanced Management Program

AMP is an immersive five-week program based on real-time business dynamics, economic challenges and opportunities, global trends, and market shifts. AMP faculty – expert thought leaders in the world of business – go well beyond historical case studies to explore current conditions, the latest research, and best practice. The knowledge shared is reinforced and challenged through guided practice, simulation, reflection, team coaching, and peer mentoring. [click here.](#)

Program Date: June 1 - July 4, 2014; September 28 - October 31, 2014

Program Tuition: \$55,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Making Strategy Work: Leading Effective Execution

We focus on looking ahead by using real-time case studies with current strategy implementation techniques. You will get a broad perspective of overall strategy formulation and implementation. You will develop clear, measurable incentives and tie them directly to strategic performance. Very few MBA courses address cross-functional issues related to implementation or the framework for thinking about implementation; this course is designed to fill that gap. Faculty will also be available to give feedback on a business plan you bring. [click here.](#)

Program Date: April 7-11, 2014; September 8-12, 2014

Program Tuition: \$9,700

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Strategic Marketing Essentials

Using both quantitative and qualitative methods in lectures, case studies, and hands-on exercises, you will gain a better understanding of your customers and the role of marketing throughout the organization. The program is taught by the professors who teach the core marketing courses in Wharton's top-ranked MBA program. In the evening, small groups work together to gain hands-on practice in applying theories and tactics discussed during the day, such as evaluating new business opportunities, forecasting, measuring consumer preferences, and discussing methods for setting pricing. [click here.](#)

Program Date: April 6-11, 2014

Program Tuition: \$9,250

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

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Strategic Thinking and Management for Competitive Advantage

Strategic Thinking and Management for Competitive Advantage helps you meet, head on, the challenge of building strategy. It distills and applies the latest strategic insights and approaches and helps you accurately assess the competition in your industry. You will learn to create coherent and forceful strategies for your future and get the opportunity to apply these concepts to your own strategic plan. [click here.](#)

Program Date: March 24-28, 2014

Program Tuition: \$10,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Executive Development Program

The Executive Development Program is designed to increase the business skills and leadership capabilities of managers who lead key parts of the business and form the pool of future top leadership of the organization. Wharton's Executive Development Program uses a multidimensional approach of lectures, small/large group discussion, case study, role playing, a leadership workshop, and a strategy simulation to provide new insights and give participants opportunities to apply them. A team of faculty, experts in diverse business disciplines, provides in-depth knowledge in core business areas. Participants are encouraged to apply these insights from the program to their own organizations in daily application sessions. [click here.](#)

Program Date: March 16-28, 2014; May 4-16, 2014

Program Tuition: \$26,000

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Wiley College

Organization Leadership for Managers (MANA4388)

This course explores leadership and management theories and concepts that have emerged over the past several decades, and analyzes leadership and management at the individual, team, and organizational levels. This course also presents a comprehensive, integrative, and practical focus on leadership and management. It includes identification of current leadership styles and examples as well as contemporary perspectives on ethics, organizational culture, diversity, learning organizations, strategic leadership, crisis leadership, networking, and coaching. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

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Strategic Management (MANA4344)

This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management. It also integrates the knowledge from different functional fields of business. The structure of firms' policy management and operations management. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director

903-927-3238

dwhite@wileyc.edu

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ECQ 4: Business Acumen

This core qualification involves the ability to manage human, financial, and information resources strategically.

Alabama Agricultural and Mechanical University

Organizational Theory and Behavior

Three semester hours. This course will deal with the macro and micro aspects of organizations. It will emphasize the behavior of people within organizations. The impacts of environment on human behavior are examined. Conditions of organization viability and renewal, as well as structures used in their internal and external elaboration, are also considered. (Prerequisite: MBA 507 or an undergraduate introductory course in management) Additional information may be found here at the Alabama Agricultural and Mechanical University's website.

<http://www.aamu.edu/Academics/gradstudies/Documents/Graduate%20Catalog%202013-2014.pdf>

Dates: TBD

Location: AL

Cost: \$354.00 per semester hour

Contact Information: 256-372-5266

Albany State University

Economics for Managers (ECON6106)

This course is an overview of basic economic theory applied to modern business decision-making. It will cover major macroeconomic and microeconomic concepts that are important to managers working within the American economy. The course is designed to develop students' understanding of how to efficiently achieve the goals of the firm and their ability to recognize how economic forces affect the organization.

[Additional information may be found here at the Albany State University's website.](#)

Dates: fall/TBD

Location: GA

Cost: \$335

Contact Information: 229-430-4661

Quantitative Methods for Managers (MGMT 61080)

This course introduces students to the major quantitative techniques used in management decision making. Topics include decision theory, game theory, linear programming, production planning, operating technology, simulation, dynamic programming and advanced applications of statistics. [Additional information may be found here at the Albany State University's website.](#)

Dates: Fall/TBD

Location: GA

Cost: \$335

Contact Information: 229-430-4661

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Alcorn State University

Business Research Methods (BA648)

A study of a variety of research methods applicable to all business disciplines with an emphasis on developing skills in acquiring data and interpreting and utilizing data as information to guide managerial decision making. Emphasis is given to internal and external secondary data resources and appropriate uses of observation, survey, experimental, and quasi-experimental designs to address business issues. [Additional information may be found here at the Alcorn State University's website.](#)

Dates: Summer/Fall 2014

Location: MI

Cost: \$1,016

Contact Information: Ms. Katangela Tenner 601-877-6148

Financial Analysis and Management (FI630)

A survey of basic financial concepts such as the time value of money, asset valuation, risk and return, capital budgeting, capital structure, dividend policy, financial forecasting, hybrid financing, and derivative securities. [Additional information may be found here at the Alcorn State University's website.](#)

Dates: Summer/Fall 2014

Location: MI

Cost: \$1,016

Contact Information: Ms. Katangela Tenner 601-877-6148

American University

Key Senior Program Manager Certificate

The curriculum of the Key Executive Leadership Certificate is based on the Executive Core Qualifications developed by the Office of Personnel Management. Key certificate students learn the skills and advance their knowledge in the five areas identified by OPM as critical to success in the Senior Executive Service. With the certificate program, Key students are well on the road to leadership and advancement in the federal government. [click here.](#)

Dates: Fall and Spring 2014, Twice a month on Fridays and Saturdays

Location: American University (Washington, DC)

Cost: \$19,000

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Barber-Scotia College

Contract and Purchasing Negotiation Techniques

Theory, strategies, techniques and tactics for negotiating contracts, as well as principles and practices of negotiations for corporate or institutional procurements. Utilizes role-playing techniques and methodologies. The course will further provide students with the knowledge and skills to successfully negotiate the best value for the government as they apply these skills in a wide range of mock negotiation exercises.

Prerequisite: BUS 30 [Additional information may be found here at the Barber-Scotia College's website.](#)

Dates: TBD

Location: NC

Cost: \$1,170

Contact Information: bboyd@b-sc.edu

704-789-2900

Bowie State University

Oral Communications (COMM101)

This course is designed to give theory and practice in the basic oral skills necessary for effective communication. It is intended that this course will correlate with the other courses offered in communication skills in order to increase the student's articulation. [Additional information may be found here at the Bowie State University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$913

Contact Information: (301) 860-43451

Brookings Institution

Politics and Policymaking

Seldom has it been more necessary for career civil servants to fully appreciate the many implications the political environment has on their ability to meet ever increasing public demands. This program on the policymaking process is designed to give government executives and managers an in-depth knowledge of the procedures, practices and personalities engaged in governmental decision-making at its highest levels. [click here.](#)

Dates: June 18-19, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: (800) 925-5730

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Digital Government

In the past, technology experts solely dealt with technology issues; agency heads rarely had to think beyond approving the information systems budget or explaining cost overruns and delays on major computer upgrades. In an era of rapid technological change and expanding capabilities, today's government executives must be able to maintain a long-range view of how services and programs can be enhanced through technology. They must be able to take advantage of cost-effective technological advances to maximize the achievement of organizational objectives. [click here.](#)

Date: June 18-20, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Contact: (800) 925-5730

Finance for Non-Financial Managers

What do program managers need to know about federal financial management? What are the linkages between finance and program management? This three-day course on financial management will help you learn how to be a prudent financial steward and how to better perform aspects of your position that involve working with budgets. [click here.](#)

Dates: TBD

Location: Brookings Institution (Washington DC)

Cost: \$2,695

Contact: (800) 925-5730

California State University, Fullerton

Organizational Behavior

This course will expose the student to social and cultural environments of business. Business ethics. Communication, leadership, motivation, perception, personality development, group dynamics and group growth. Human behavior and organizational design and management practice in American and world wide business. [Additional information may be found here at the California State University - Fullerton's website.](#)

Dates: TBD

Location: CA

Cost: 0

Contact Information: (657) 278-3221

California State University, San Marcos

Human Resource Management

Introduction to the principles and practices of human resource management including employment law, HR planning/recruiting, selection, training, performance management and compensation/benefits. Presents theoretical and practical information relating to the "most important asset" in organizations today – people. [Additional information may be found here at the California State University - San Marcos's website.](#)

Dates: Summer 2014

Location: CA

Cost: \$480

Contact Information: (760) 750-8030

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Clafin University

Managerial Economics (ECON411)

An integrative course that focuses on developing strategic plans, using functional knowledge from finance, accounting, management, economics and marketing. [Additional information may be found here at the Clafin University's website.](#)

Dates: Fall/TBD

Location: SC

Cost: \$475

Contact Information: 1-803-535-5000

Clark Atlanta University

Managerial Communications (CSB 5709)

Designed to increase knowledge of verbal, nonverbal and written communications that take place in an organization; grammar applications; effective letter writing, memoranda construction; preparation of executive summaries and proposals; individual and group oral presentations; and related office cases and exercises are emphasized. Prerequisite: first year's core courses. [Additional information may be found here at the Clark Atlanta University's website.](#)

Dates: Fall 2014

Location: GA

Cost: \$2,160

Contact Information: (404) 880-8454

Cheyney University of PA

Organizational Theory

This course explores organizational development as it applies to the public sector. There is a special emphasis on the application of organizational theories in the public sector and public management organizational issues. The course includes extensive analysis and interpretation of these theories. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (215) 560-3891

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Public Budgeting

This course introduces students to practical applications of the theories of budgeting within public organizations. Various types of budgeting practices will also be examined. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (405) - 466-2231

Coastal Bend College

Governmental Accounting (ACNT2330)

This course provides the basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities. [Additional information may be found here at the Coastal Bend College's website.](#)

Dates: Fall

Location: TX

Cost: \$258.00

Contact Information: 1-866-722-2838

Colorado State University

Short Courses in Financial Management

- **Fundamentals of Financial Management for Professionals:** This workshop explains the time value of money applications and financial statement analysis for professionals. (One 4 hour session)
- **Capital Budgeting Techniques:** An examination of project analysis for decision making that includes net present value, internal rate of return, and modified internal rate of return. (One 4 hour session for individuals who have taken Fundamentals of Financial Management)
- **Real Options:** A class designed for individuals with a background in capital budgeting that covers real option terminology, valuation techniques, and application to decision making. (One 4 hour session)
- **Securities Valuation:** An exploration of the basics of stock and bond evaluation for individuals who have had a class in the fundamentals of financial management. (One 4 hour session)
- **Portfolio Management:** The workshop focuses upon the principles of diversification and asset allocation. (One 4 hour session for individuals who have taken a class in securities valuation)
- **Options and Futures:** A class on the operation of the options and future markets, the valuation of derivative securities, and hedging applications for business and securities investors. (One 4 hour session for individuals who have had a class or background in securities valuation)

For more information on these courses please *Contact:* (970) 491-6265 or jim.francis@business.colostate.edu. [click here.](#)

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Cottey College

BUS 310 Management Information Systems

This course provides an understanding of the information needs of management, elements of information technology, various information systems, and how technology can be utilized for competitive advantage.

Additional [information may be found here at the Cottey College's website](#).

Dates: Fall 2014/Spring 2015

Location: TX

Cost: \$650.00

Contact Information: (417) 667-8181

Cypress College

Managerial Accounting (ACCT102C)

This course teaches managers to use accounting information in decision making, planning, directing operations and controlling budgets. [Additional information may be found here at the Cypress College's website](#).

Dates: Fall 2014

Location: CA

Cost: \$184.00

Contact Information: 1-714-484-7000

Dartmouth College

The Strategic Financial Leadership (SFLP) Program

In five immersive days, the *Strategic Financial Leadership Program (SFLP)* takes you beyond the numbers. You will leave Tuck with the framework and tools to link strategy, leadership, and financial decision making to long-term value creation for your organization. Not only will you be able to ensure that finance flows from, informs, and fits strategy, but you will be a trusted strategic partner who can help formulate and lead strategies. [click here](#).

Participant Profile: senior financial executives and their high potential financial staff

Dates: April 27- May 2, 2014

Location: Tuck School of Business on the Dartmouth College campus in Hanover, New Hampshire

Cost: \$11,500 (includes tuition, all program materials, leadership assessments, most meals and accommodations on the Dartmouth College campus).

Contact: Valerie Davio (603) 646-2839

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De Anza College

Human Relations in Business

Human relations behavior in organizations emphasizing personal and interpersonal relationships. Examination of motivation, communication skills, leadership skills, emotional and physical wellness, diversity, and ethical behavior for promoting effectiveness on the job. [Additional information may be found here at the De Anza College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$160.00

Contact Information: (408) 864-5424

Human Resource Management

Focus on understanding and applying various roles of Human Resources (recruitment, legal issues, selection, assessment and development, compensation, benefits) provides to employees and the organization to meet individual, organizational diversity and societal objectives. [Additional information may be found here at the De Anza College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$145.00

Contact Information: (408) 864-5424

Dillard University

Business Professional Communications (BM 343)

This course teaches students effective methods of business communication including writing business letters, memorandums, reports and e-mail correspondence. Emphasis is also placed on positive image projection through oral presentation using the latest software communications technologies. [Additional information may be found here at the Dillard University's website.](#)

Dates: Summer

Location: LA

Cost: \$498

Contact Information: 504-816-4662

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Management Information Systems (CS 318)

Advanced concepts and techniques in computer applications. Emphasis on using advanced applications and hands-on experience in programming spreadsheets (Excel), database management (Access), and graphical presentation (PowerPoint) software. This course assumes that the student is familiar with the fundamentals of Microsoft Office software package. Prerequisite: CS 101. [Additional information may be found here at the Dillard University's website.](#)

Dates: Summer

Location: LA

Cost: \$498

Contact Information: 504-816-4662

Edward Waters College**Management Principles (MAN 400)**

Adult learners will examine the foundations and traditional approaches of management principles: planning, organizing, leading and controlling. This incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration is integrated with direct applications to the individual and group functioning in today's business environment. [Additional information may be found here at the Edward Waters College's website.](#)

Dates: TBD

Location: FL

Cost: \$1,417

Contact Information: 888-898-3191

Elizabeth City State University**Project Management (BMIS 489)**

Prepares project managers to interact with parent organization to develop Business Information Systems. Student project teams work on Information Systems projects with off-campus business organizations to complete actual IS projects. Each student and team would be required to use the WEB, the ECSU Network and the entire available suite of Microsoft business software with emphasis on the MS-Project software application. [Additional information may be found here at the Elizabeth City State University's website.](#)

Dates: Summer/Fall

Location: NC/online

Cost: \$1,587

Contact Information: 252-335-3400

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Emory University

Finance for the Nonfinancial Manager

Finance for the Nonfinancial Manager is a two-day course that helps participants learn basic financial principles and apply them in a real-world context. The first day is devoted to understanding financial statements and analysis; the second day focuses on the links between strategy and finance. This experiential program relies upon the use of Microsoft Excel; participants are assumed to have a working knowledge of this software. [click here.](#)

Dates: March 11-12, 2014 / August 19-20, 2014

Fees: \$1,995

Phone: 404.727.2200

Email: ExecutiveEducation@emory.edu

Marketing Analytics

As organizations grow and change with the times, so must managers and leaders. The *Management Development Program* develops individuals to lead within the complex enterprise. This program broadens perspective, focusing on the interplay between business functions, and it provides participants with a well-rounded set of tactical skills that are immediately applicable to their jobs. [click here.](#)

Dates: August 5-6, 2014

Fees: \$1,995

Phone: 404.727.2200

Email: ExecutiveEducation@emory.edu

Georgetown University

Demystifying Finance – Balance Sheet Basics for Non-Financial Managers

All executives and managers today need to have a basic grounding in finance. As the recent financial crisis underscored, financial decisions, reporting, and results can affect an entire organization and its condition, performance, people, and future. The program will give non-financial managers a crash course – or refresher – in the basics of finance, accounting, budgeting, and financial analysis. [click here.](#)

Program Dates: June 2-4, 2014

Location: Georgetown University campus

Program Tuition: \$4,250

Contact Number: 202.687.4065

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Innovating Sales – Strategic Management and Leadership Development

In today's competitive market, the ability to help your sales organization evolve to address the rapidly changing buying environment will separate the winners from the losers. The shift to insight-driven selling has implications for the entire sales organization, from individual reps to managers, all the way up to chief sales officer. Corporate Executive Board (CEB) and Georgetown McDonough Executive Education have joined forces to deliver a powerful and dynamic four-day executive course in successful sales strategy and leadership. [click here.](#)

Program Dates: July 14-17, 2014

Location: Georgetown University campus

Program Tuition: \$5,800

Contact Number: 202.687.4065

Brand Advantage – Standout Marketing in a Saturated Market

Marketing expertise is not just for marketing experts. Every executive and manager involved in advancing an idea, product, service, process, or policy before it goes to market needs a basic understanding of the target market, the competition, the customer, and the client. Professionals of all disciplines who understand marketing essentials can instill the rigor and discipline of “what works” into their organization's processes and decision-making, engage more effectively with marketing experts, mitigate market risk, and ensure the return on investment and capital their organizations are seeking. [click here.](#)

Program Dates: TBA

Location: Georgetown University campus

Program Tuition: \$4,250 USD

Contact Number: 202.687.4065

Georgia State University

Certificate Program in Finance and Accounting

The ability to understand the financial implications of business decisions is essential for both individual and organizational success. This program gives a comprehensive overview of the financial and accounting concepts that every manager and executive needs to know in order to make better business decisions and advance your career. Attend this fast-paced and highly-interactive program and you will dramatically improve your financial knowledge and skills. You will learn how to apply financial concepts to enhance strategies while at the same time enhancing your value to the organization. [click here.](#)

Dates: March 25-28, 2014

Location: Atlanta, Georgia

Program Tuition: \$3,450 per person for non-profits

Contact Information: 404.413.4707 or dstotz@gsu.edu

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The Graduate School (DC)

Executive Survival Skills

Address the theoretical and practical leadership aspects essential for survival in today's changing environment. Examine how the leader's attitude, values and beliefs influence organizational performance. Analyze your critical thinking / decision making processes and apply strategies to improve them. Learn to be resilient, overcome setbacks and avoid career derailment in the rapidly changing, high-pressure environment of executive leadership. [click here.](#)

Date: March 3-5, 2014 / May 28-30, 2014 / September 29 – October 1, 2014

Location: Washington, DC

Cost: \$1,595

Contact Number: 202-314-3300 or toll free 888-744-GRAD (888-744-4723)

Illinois Institute of Technology

Project Management for IT Professionals

Basic principles of project management are taught with a particular focus on project planning for information technology hardware, software and networking project implementation. Management of application development and major Web development projects will also be addressed. [click here.](#)

Program Dates: TBD

Course Tuition: \$2,450

Location: IIT Main Campus, Chicago and ONLINE

Contact Number: 312.567.5280

La Sierra University

MGMT 691 Management Strategy

Management Strategies (MGMT 691) focuses on the general area of strategic management, manufacturing strategy, and administrative policy.

Special attention is given to the extent that this area impacts other functional areas of business such as accounting, finance, information systems, marketing, personnel, and production/operations management. [Additional information may be found here at the La Sierra University's website.](#)

Dates: TBD

Location: CA

Cost: \$3,020.00

Contact Information: 1.800.874.5587

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Loyola University Chicago

Business Intelligence and Data Warehousing Certificate

The class will show you how to best capitalize on the use of the Data Warehouse from novice introduction to rapid development. It's designed with a proven framework and formula for success. The program allows team members of all levels of IS experience to quickly advance in their knowledge and application of the course content. It's the fastest path from discovery to expertise in BI& DW to advance the company's broader, cross-functional needs. [click here.](#)

Dates: TBA

Location: Loyola Water Tower campus

Fee: \$2,500

Contact Number: 312-915-6761

Metropolitan College of New York

Managerial Finance

Overview of the effective management of financial resources. Topics include: analyzing fiscal data; budgeting; the construction of cash flow projections; financial statement analysis; taxation issues; internal and external reporting requirements; internal controls; the hiring and supervising of accounting staff and personnel; borrowing; basic risk and return concepts; security pricing and analysis; capital budgeting; the cost of capital; strategic planning and investment decisions [Additional information may be found here at the Metropolitan College of New York's website.](#)

Dates: TBD

Location: NY

Cost: \$836/credit

Contact Information: Dr. Tilokie Depoo

Dean & Professor - School for Business - 212.343.1234, ext. 2204 - tdepoo@mcny.edu

Michigan State University

Cost Management for Non-Financial Managers

This one-day program is designed to provide participants with hands-on experience in how to use cost management to achieve superior profit performance. Through the use of lectures, analysis of real-world cases, and exercises the participants will be introduced to and gain an understanding of how costs are managed throughout the value chain. Topics will focus on the use of cost information and cost management practices in product development, in the selection and management of suppliers, to facilitate process design, and in the delivery of products and services to end customers. [click here.](#)

Dates: TBA

Location: Management Education Center, Troy, Michigan or the James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$995.00 – full tuition (includes materials, meals and certificate of completion)

Contact Number: 517.353.9711 x71005

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Finance for the Non-Financial Manager

This one-day program is designed to provide participants with hands-on experience in how to use and interpret financial data. Through the use of lectures and exercises the participants will be introduced to and gain an understanding of standard techniques of practical financial management. These techniques are then used in a case setting to identify issues and factors to help improve decision-making. [click here.](#)

Dates: TBA

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$995.00 – full tuition (includes materials, meals and certificate of completion)

Contact Number: 517.353.9711 x71005 or 800.356.5705

Financial Management for Executives: Driving Value

This two-day program is designed to provide participants a rich understanding of how corporate strategies are linked to the firm's financial value. Through the use of lectures and case analysis, we will address issues on how to determine the key drivers of value to an enterprise. We will also investigate the valuation implications of forecasting, risk management, financing choices and growth strategies. Valuation and performance measurements will be extensively covered. [click here.](#)

Dates: TBA

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$1,995.00 – full tuition (includes materials, meals and certificate of completion)

Contact Number: 517.353.9711 x71005

Mills College

Masters in Business Administration

The Lorry I. Lokey Graduate School of Business educates ethical and socially responsible organizational leaders. Our graduates have the strategic perspective, business knowledge, and management skills to deliver strong financial performance while making a positive impact on society and the environment. [Additional information may be found here at the Mills College's website.](#)

Dates: TBD

Location: CA

Cost: \$29850 (full-time, one academic year)

Contact Information: P: 510.430.3173

E: mba@mills.edu

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MIT Sloan School of Management

Big Data: Making Complex Things Simpler

Today, businesses can measure their activities and customer relationships with unprecedented precision. As a result, they are awash with data. This is particularly evident in the digital economy, where clickstream data give precisely targeted and real-time insights into consumer behaviour, but leading edge companies in every industry are using big data to replace intuition and guesswork. [click here.](#)

Dates: April 1-2, 2014

Certificate Track: [Management and Leadership](#)

Location: Cambridge, Massachusetts

Tuition: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Developing and Managing a Successful Technology and Product Strategy

A great idea does not guarantee great profits. If a company's R&D dollars are going to pay off in profitable products and technologies, it needs a strategy that not only makes markets, but also beats the competition. This program will present a depth of challenges that extend from R&D to manufacturing, engineering, project management, and new ventures, and provide an innovative and powerful approach to developing technologies and products that people want to buy. The program material will also explore ways to link those technologies and products with a company's business strategy. [click here.](#)

Dates: March 11-12, 2014 / June 10-11, 2014 / October 23-24, 2014

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Entrepreneurship Development Program

This program leverages MIT's culture of high-tech entrepreneurship to help entrepreneurs, corporate venturing executives, and others involved in entrepreneurial environments learn what they need to develop ideas into successful businesses, and how to increase entrepreneurial opportunities in their corporations, institutions, and regions. The material will introduce participants to MIT's technology transfer system, entrepreneurial educational programs, and entrepreneurial network. [click here.](#)

Dates: Jan 27-31, 2014

Location: MIT Campus, Cambridge, Massachusetts

Costs: \$9,900 (price excludes accommodations)

E-mail: sloanexeced@mit.edu

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Essential IT for Non-IT Executives

The goal of this program is to help organizations build a stratum of management where people from various backgrounds and areas of expertise can work together efficiently and productively by understanding and appreciating each other's contribution to the overall success of the organization. The program is not meant to make an IT specialist out of every manager, but to make every manager confident in resolving IT issues and working with IT staff to make better decisions and to deliver better process change. Ultimately, this program is about ways to design work processes that propel the company toward future success. [click here.](#)

Dates: March 24-25, 2014 / November 13-14, 2014

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Managing Complex Technical Projects

Managing complex technical projects is a massive integration effort at many levels. Product and production plans must be integrated into components, components into subsystems, subsystems into systems and systems into quality products. [click here.](#)

Dates: June 12-13, 2014 / November 11-12, 2014

Certificate Track: [Technology, Operations, and Value Chain Management](#)

Location: Cambridge, Massachusetts

Tuition: \$2,900 (excluding accommodations)

Program Days (for certificate credit): 2

E-mail: sloanexeced@mit.edu

Supply Chain Strategy and Management

This practice-oriented program investigates a new MIT framework for better managing supply chains in today's rapidly changing markets. Participants will explore how to better structure a company's supply-chain strategy, guidelines for making strategic sourcing and make-buy decisions, how to integrate e-business thinking into supply chain strategy and management, "clockspeed benchmarking," a tool for deriving critical business insights and management lessons from industries with the highest obsolescence rates of products, process technologies, and organizational structures (industrial "fruit flies"), why all advantages in fast clockspeed environments are temporary. [click here.](#)

Dates: April 10-11, 2014 / June 19-20, 2014 / Nov 6-7, 2014

Certificate Track: [Technology, Operations, and Value Chain Management](#)

Location: Cambridge, Massachusetts

Tuition: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

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Understanding Global Markets: Macroeconomics for Executives

This program will introduce participants to some of the most important concepts in macroeconomics and international economics today. The material will be offered in four sections that form a comprehensive economist's viewpoint: the role that central banks play in the global economy; the forces that drive financial sectors and financial crises; how and why countries trade, and why trade is a source of conflict; and lastly, the considerations that should be part of all international business decisions. [click here.](#)

Dates: March 17-18, 2014, June 2-3, 2014

Certificate Track: [Strategy and Innovation](#)

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

Strategic Cost Analysis for Managers

This program is about how to analyze projects from a cost-accounting perspective. It will offer a unique opportunity for program and project managers to learn cost accounting-based project management practices and strategies for making smart project choices which justify outcomes and create value. Program material is drawn from our popular and highly-rated MBA courses on financial and managerial accounting and shows how managers can leverage cost analysis to better influence the outcomes of product development and project management. [click here.](#)

Dates: April 3-4, 2014 / June 26-27, 2014 / November 18-19, 2014

Certificate Track: [Technology, Operations, and Value Chain Management](#)

Location: Cambridge, Massachusetts

Tuition: \$2,900 (excluding accommodations)

Program Days (for certificate credit): 2

E-mail: sloanexeced@mit.edu

Systematic Innovation of Products, Processes, and Services

This five-day program blends the perspectives of marketing, design, and engineering into a systematic approach to delivering innovation, presenting methods that can be put into immediate practice for your own development projects. [click here.](#)

Dates: November 3-7, 2014

Certificate Track: [Technology, Operations, and Value Chain Management](#)

Location: MIT Campus, Cambridge, Massachusetts

Tuition: \$7,950 (excluding accommodations)

Program Days (for certificate credit): 5

E-mail: sloanexeced@mit.edu

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New York University

Finance and Accounting for Non-Finance Executives

This program prepares executives with a general understanding of accounting and financial principles as they relate to organizations' operations and decision-making processes. It also prepares financial analysts and investors with a general understanding of the valuation content and limitations of financial statement information. Starting with a review of financial data in a company's annual report and accounting statements, participants will gain a well-rounded understanding of how basic accounting information may be used in communicating with financial managers, as well as to assess a firm's future prospects and value.

[click here.](#)

Program Dates: TBD

Location: NYU Campus, Greenwich Village

Program Tuition: \$4,200

Contact Number: (212) 998 – 0789

Northwestern University

Driving Strategic Value from IT

Unlock the value of your IT investments and achieve improved business results by synchronizing your IT strategy with your business strategy. You will be inspired to deliver on the power of IT to build deeper relationships with your internal and external customers, collaborate more effectively with partners, and maximize business productivity. Through lectures and group case discussion of real business problems in a collaborative learning environment, this program gives managers state-of-the-art techniques and tools to put ideas and opportunities into action and leverage IT for strategic advantage. [click here.](#)

Dates: April 27-30, 2014 / November 9-12, 2014

Costs: \$6,300

Contact Number: 847-467-7000

Finance for Executives

Improve your ability to interpret financial reports, and learn the language and techniques of finance—whether you are new to finance or just want to sharpen existing skills. Senior faculty creates a collaborative learning environment which inspires you with concepts to understand and predict the financial implications of managerial decisions. The program provides a comprehensive view of shareholder value creation and the key role managers play in the process. You will explore methods for determining the cash-flow and stock price implications of strategic decisions such as plant and equipment additions, acquisitions, new product introductions, and credit and payment policies. You will learn to identify sources of capital, set appropriate corporate and business growth objectives, and increase the attractiveness of your company's securities to investors. [click here.](#)

Program Dates: May 4-9, 2014 / October 12-17, 2014

Costs: \$9,900

Contact Number: 847-467-7000

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Pasadena City College

Human Resources Mangement

This course examines Current People Management Laws., practices, ethics and globalization in the areas of the selection process. Explore guidelines and processes around conducting effective interviews, and dicusses theory and practice of compensation, employee benefits, performance development and retention. [Additional information may be found here at the Pasadena City College's website.](#)

Dates: TBD

Location: CA

Cost: \$300.00

Contact Information: 626-585-7123

Pennsylvania State University

Finance for the Non-Financial Manager

In a true hands-on learning experience, participants acquire a complete “toolbox” of accounting and financial knowledge for making decisions that affect the performance of their unit and contributes to the overall profitability of the organization. This four-day program covers accounting basics, financial analysis and planning, strategic finance, and corporate valuation. Finance for the Non-Financial Manager is designed for supervisors, general managers, and functional managers in areas such as sales, manufacturing, or engineering. [click here.](#)

Dates: May 5-9, 2014 / December 1-5, 2014

Fee: \$5,750

Location: Executive Education Center, University Park, PA

Contact: 1-800-311-6364 or psep@psu.edu

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Regents of the University of New Mexico,Valencia County Branch

Human Resource Management

For those not seeking certification, the SHRM Learning System course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after completing the course, the Learning System material will serve as a valuable day-to-day resource manual, providing answers to a wide range of HR challenges. [Additional information may be found here at the Regents of the University of New Mexico,Valencia County Branch's website.](#)

Dates: TBD

Location: NM

Cost: \$881.00

Contact Information: (505) 277-2525

San Diego City College

Human Relations in Business

This course introduces students to human behavior as it relates to business. Topics include leadership, communication, status, decision making, motivation, and personnel problems. This course is intended for students majoring in business and others interested in a business setting such as managers, supervisors, and work team members. [Additional information may be found here at the San Diego City College's website.](#)

Dates: TBD

Location: CA

Cost: \$138.00

Contact Information: (619) 388-3400

San Jose State University

Executive Support and Expert Systems (BUS4 118B)

Investigation of ESS/ES theory and application. Design, development and evaluation of real-world ESS/ES prototype systems in Excel/Visual Basic/etc. [Additional information may be found here at the San Jose State University's website.](#)

Dates: 04/15/2014 for Fall

Location: CA

Cost: \$372/unit

Contact Information: (408) 924-1000

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Total Quality Management (BUS3 142)

Holistic approach to managing quality: interaction of production design, work design and the manufacturing process. International view and roles qualitative and quantitative techniques play in successful quality management programs. [Additional information may be found here at the San Jose State University's website.](#)

Dates: 04/15/2014 for Fall

Location: CA

Cost: \$372/unit

Contact Information: (408) 924-1000

Savannah State University

Information Resource Mangement (PADM6850)

Course introduces students to the role of computers in developing and managing information necessary for decision-making in public organizations. It considers the role of the new technology in collecting, analyzing, and disseminating information with special attention given to the relationship between these technologies and effective government service, public participation, and organizational accountability. Also considers implications of computer technology, such as privacy control and security. [Additional information may be found here at the Savannah State University's website.](#)

Dates: Fall/Spring

Location: GA

Cost: \$560.25 (in state)

\$2207.50 (out of state)

Contact Information: 912.358.3221

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Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Business Acumen

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
ECQ #4-BUSINESS ACUMEN	61.7	77	101	27
Financial Management	24.3	26	37	6
Human Capital Management	34.4	48	42	18
Technology Management	3	3	22	3

[Click here](#) for a complete list of assets and descriptions specific to each ECQ competency.

Dates: Available 24x7x365

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: https://community.skillsoft.com/USGOV/Competency_public.asp

[Click here](#) for resources related to OPM's Federal Supervisory Training

Email LeadershipTraining@Skillsoft.com for additional guidance.

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Southern Methodist University

The Essentials of Accounting and Finance for Non-Financial Managers

This three-day program will help you understand how to read, interpret and analyze financial statements. You'll also learn forecasting and financial planning approaches to help you with the budgeting process. You'll get the basics of net present value and capital budgeting techniques to apply when evaluating projects. You'll gain an understanding of various types of costs and how to allocate them to truly understand the financial performance of a business unit. Ultimately, you'll learn to use financial information to make better strategic business decisions. [click here.](#)

Program Dates: April 22-24, 2014

Program Location: Dallas, TX

Cost: \$2,895

Contact Number: 214-768-3335

Strategic Financial Skills in the Oil and Gas Industry

Hundreds of executives have chosen our Strategic Financial Skills program for its concentrated coverage of financial management techniques uniquely tailored to the complexities of their industry. This comprehensive weeklong program uses a hands-on approach to help you understand and master the energy sector's financial essentials. Your instructors are senior teachers with significant experience in executive development, business, consulting and energy industry financial management. You'll share ideas and discuss industry issues with participants from around the world in small discussion groups and lively classroom sessions. You'll meet mid-level to senior-level professionals from many segments of the energy industry and a variety of functional areas within their companies. In a series of information-packed class sessions, you'll learn the essentials of the business side of the energy industry. By the end of the week, you'll have a working knowledge of the key areas of financial management. [click here.](#)

Program Dates: April 7-11, 2014

Program Location: Dallas, TX

Cost: \$6,250

Contact Number: 214-768-3335

Stanford University

Finance and Accounting for the Nonfinancial Executive

Finance and Accounting for the Nonfinancial Executive has been carefully crafted by leading faculty to eliminate the mystery behind the numbers and to help executives become informed and strategic users of accounting and financial data. The course covers the core concepts of both finance and accounting, including terminology and assumptions, valuation, financial statements, and distinguishing income from cash flow. The curriculum examines specific accounting methods and demonstrates how these choices affect earnings. Participants learn how to analyze financial reports, identify trends, and study competitors. [click here.](#)

Program Dates: November 16-21, 2014

Application Deadline: October 17, 2014

Location: Stanford University

Cost: \$10,500

Contact Number: 650.723.3341

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Managing Talent for Strategic Advantage

Managers today must be effective at simultaneously monitoring current performance, managing incremental innovation, and leading more revolutionary change efforts. Managing Talent for Strategic Advantage explores how to manage this delicate balancing act by emphasizing methods to align HR strategy with the overall business strategy. Led by the top professors and authors in the field, the program teaches participants how to utilize human resource levers—such as culture, compensation, and performance management—to build competitive advantage and drive success. [click here.](#)

Program Dates: August 24 - 29, 2014

Application Deadline: July 21, 2014

Location: Stanford University

Cost: \$9,500

Contact Number: 650.723.3341

Tennessee State University

Strategic Information Systems

This course explores the relationship between organizational strategies and the use of information systems that support those strategies. Case studies of successful and unsuccessful information system implementations will be used to show the importance of aligning information systems to business strategy. (3 credit hours) [Additional information may be found here at the Tennessee State University's website.](#)

Dates: TBD

Location: TN

Cost: \$1299

Contact Information: (615) 963-7295

The LeMoyne-Owen College

Ethics (APCP228)

This course is an introduction to basic types of ethical theories and applications to decision making. It identifies moral issues involved in business management and examines the interaction between organizations and the larger social/political system in which it operates. It acquaints the student with the social responsibilities of business decision making. [Additional information may be found here at the The LeMoyne-Owen College's website.](#)

Dates: Fall/Spring 2014

Location: TN

Cost: \$436

Contact Information: June Chinn-Jointer
(901) 435-1500

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Group Process (ADCP)

This course deals with group behavior and how group functioning affects organizational effectiveness. The emphasis is on decision-making and conflict resolution groups. Students in this course develop strategies for efficient and productive group management and consider which tasks are best handled by groups or by individuals. [Additional information may be found here at the The LeMoyne-Owen College's website.](#)

Dates: Fall/Spring 2014

Location: TN

Cost: \$436

Contact Information: June Chinn-Jointer
(901) 435-1500

Management Theory (ADCP321)

This course is concerned with the management functions and tasks that are common to all organizations. Topics to be covered include: schools of management thought, planning, organization, control, motivation, work groups, leadership, organization change, managerial decision-making and information systems. [Additional information may be found here at the The LeMoyne-Owen College's website.](#)

Dates: Fall/Spring 2014

Location: TN

Cost: \$436

Contact Information: June Chinn-Jointer
(901) 435-1500

University of Arkansas**Certificate in Business Analytics**

This certificate will provide participants with enhanced skills in the fields of business intelligence and analysis. In a dynamic and rapidly evolving business environment, relevant knowledge and expertise is of utmost importance. Those with key business acumen will be well prepared to address the challenges that face their organizations. This program will help participants tackle common issues including accessing and collecting data, as well as deciphering results in order to make or support decisions related to products, processes & procedures, operations, and trends. [click here.](#)

Courses: For course descriptions, [click here](#)

Location: Online

Cost: \$2,575/course (4-course certificate)

Register: For registration information, please visit our [website](#)

Contact: 479-575-2856

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University of Arkansas at Pine Bluff

Human Resources Management (MGMT3318)

Covers methods of effective personnel management, types of management situations; a discussion of personnel problems and relations peculiar to each. [Additional information may be found here at the University of Arkansas at Pine Bluff's website.](#)

Dates: Spring/Fall

Location: AK

Cost: \$397

Contact Information: Dr. George Herts
(870) 575-8316

Oral Communication (MCOM2390)

Develops the ability to speak easily and fluently before groups. Emphasizes various arts of speech, including public speaking, oral interpretation, and group discussion. Special emphasis placed on pronunciation, articulation, and vocabulary development. [Additional information may be found here at the University of Arkansas at Pine Bluff's website.](#)

Dates: Spring/Fall

Location: AK

Cost: \$397

Contact Information: Dr. George Herts
(870) 575-8316

University of California, Berkeley

Financial Analysis for Non-Financial Executives

The program's modern approach focuses only on financial topics that the non-financial executive uses in their day to day activities and management. The FANFE program avoids being highly technical, and instead creates an environment in which executives can build their "intuitive" understanding of financial terminology and concepts. Faculty work with participants to go beyond the "mechanics" of finance and create an action plan that allows for strategic and practical application in their daily management. [click here.](#)

Dates: Mach 3-7, 2014

Location: UC Berkeley campus

Fee: \$6,850

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University of California, San Diego

Accounting and Finance for Non-Financial Managers

Accounting & Finance for Non-Financial Managers is divided into two, one-day sections: corporate finance and investments. Over these two days, this course will guide you through the financial decision making process from start to finish. [click here.](#)

Dates: TBD

Fees: \$1,450

Contact: Rachel Van Gorp (rvangorp@ucsd.edu)

University of Chicago

Finance for Executives

In this challenging economic environment, it is critical for executives to use financial data effectively when making business decisions. This seminar will enhance your ability to interpret and use financial information, to better communicate with your financial officers, and to make sound, strategic financial decisions that will improve the profitability of your firm. [click here.](#)

Dates: June 16- 20, 2014

Location: Chicago campus

Fee: \$9,100

Financial Analysis for Non Financial Managers

This five-day program will enhance your ability to understand financial reports, better communicate with financial officers in your organization, evaluate your unit's financial performance, and make sound financial decisions. [click here.](#)

Dates: April 28 - May 2, 2014; August 11 - 15, 2014

Location: Chicago campus

Fee: \$9,100

University of Michigan

Advanced Human Resource Executive Program

Designed for HR executives and general managers, this program will substantially enhance your knowledge and competence to perform your dual roles as a member of your senior management team and as a leader of the human resources function. [click here.](#)

Dates: March 17-28, 2014; July 7-18, 2014; October 27 – November 7, 2014

Location: Ann Arbor MI

Fee: \$24,500

Contact: 734-763-1000

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University of Minnesota

Finance for Non-Financial Managers

The goal of our Finance for Non-Financial Managers program is to provide managers and decision-makers who do not possess a strong grounding in finance an understanding of their firm's financial paradigm. Participants will gain a detailed understanding of critical financial fundamentals and will, as a result, be able to communicate with financial practitioners with more confidence. [click here.](#)

Dates: April 14-16, 2014

Fee: \$3,500

Location: University of Minnesota

Contact: 612-625-5412

University of Missouri

The Financial Basics: What Every Manager Should Know

This session will cover the following areas: key accounting terms and financial concepts, financial statements and analysis tools and techniques, basic budget management and monitoring, and critical components of a strong governance structure. By the end of the session, you should understand the basic financial management tools used every day and feel more comfortable in your financial decision making. [click here.](#)

Date: TBD

Location: Columbia, Missouri

Fees: \$185

Contact: (573) 882-2860

University of Nevada, Las Vegas

Executive MBA Program

The Executive MBA program is designed for experienced professionals who want to compete for top management positions by acquiring an integrated understanding of business and the strategic perspective necessary to lead.

Classes begin in June each year and are generally every other Friday and Saturday. Taught by accomplished faculty, small cohorts of students complete a rigorous and relevant curriculum in just 18 months by immersing themselves in a highly interactive experience that culminates with an international seminar where students witness global business first-hand. At \$42,000 (which includes course materials, breakfast and lunch on class days, parking permit fees, graduation fees and the international seminar) the program is an exceptionally good value. Financial aid is available for qualified individuals. [Additional information may be found here at the University of Nevada, Las Vegas's website.](#)

Dates: Every other Friday and Saturday for 18 months

Location: NV

Cost: \$42000

Contact Information: (702)-895-2628

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University of New Mexico (online partner- ed2go)

Team Communication and Productivity

Learn to develop a comprehensive project management information system infrastructure and design advanced reports to meet project communication requirements. Create and manage custom fields, reports and calendars. Develop and use a shared resource pool and project templates. Prepare project information to publish online. Share project information with other software. Review system requirements for workgroup collaboration and various add-on products. [Additional information may be found here at the University of New Mexico \(online partner- ed2go\)'s website.](#)

Dates: Fall dates

Location: NM (online partner- ed2go)

Cost: \$289

Contact Information: Angela Pacheco- delong@unm.edu or 505-277-3975

University of North Carolina at Chapel Hill

Financial Analysis for Non-Financial Managers

During this three-day financial education program, managers will quickly learn the managerial and financial accounting skills and concepts needed to define and measure a company's financial performance. Equipped with this financial knowledge, leaders will be able to make more informed, effective decisions within the organization. [click here.](#)

Dates: April 23-25, 2014

Tuition: \$3,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

Business and Human Resources: Leading HR and Your Organization into the Future

The Business and Human Resources education program has been redesigned to equip senior HR leaders with the most up-to-date business knowledge and skills needed to operate in today's rapidly changing, global business environment. By attending this program, senior HR leaders will add many business competencies to their repertoire of human resource management skills and will learn how to move their organizations forward. - See more at: <http://www.kenan-flagler.unc.edu/executive-development/open-enrollment/programs/business-and-human-resources#sthash.DsQnByRP.dpuf>
[click here.](#)

Dates: April 21-25, 2014 / October 27-31, 2014

Tuition: \$5,750

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: 1-800-UNC-EXEC or unc_exec@unc.edu

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University of Notre Dame

Executive Certificate in Business Administration

As you've progressed through your career, you've undoubtedly developed a high level of expertise in a specific functional area. But if you aspire to take your performance to the next level, you need to understand how your decisions impact other departments and the organization as a whole. Refresh your knowledge or familiarize yourself with core business dimensions as you learn how to translate theory into successful strategies. [click here.](#)

Dates and Location: Online

Cost: \$5,995 for the complete 3-course program

Contact: to register call 855-300-1475

University of the Pacific- Eberhardt School of Business

Financial Management for Non-Financial Managers

- Key finance terms: assets, liabilities, capital, depreciation
- Using the balance sheet to examine assets and liabilities
- Analyzing the income statement to assess revenues and expenses
- Keeping your plan on target with budgetary controls
- Using profit-planning tools, break-even analysis, financial forecasting
- Cash Flow: where cash comes from and how it's applied [Additional information may be found here at the University of the Pacific- Eberhardt School of Business's website.](#)

Dates: TBD

Location: CA

Cost: \$295.00

Contact Information: Amber Dominguez- adominguez1@pacific.edu

University of Richmond

Mini MBA

The Mini MBA[®], a non-credit program, provides a practical foundation in current business theory and practices in an intensive, 14-week format. Through case studies, lecture, problem-solving exercises and interactive class sessions, you will obtain the knowledge you need to succeed within your organization. The goal of this program is to make you more effective by providing a framework of knowledge for making informed business decisions on issues affecting organizations today. [click here.](#)

Dates: TBD

Location: Richmond, Virginia

Fees: \$3,575

Cost: (804) 289-8019 or exceed@richmond.edu

Project Budget and Cost Management

An organization's bottom-line is the primary indicator of successful cost control. Too many project managers think of cost simply in terms of sound control systems. Cost management is more than control.

Cost is a factor in all phases of a project, and well-grounded project management skills directly relate to cost management success. You will learn sound techniques in managing, as well as controlling, cost. The end result is a cadre of useful tools for making cost one of the success factors for the total project. [click here](#).

Dates: March 17-18, 2014 / May 19-20, 2014

Cost: \$995

Contact: (804) 289-8019 or execed@richmond.edu

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University of South Carolina

Finance Essentials for the Non-Financial Manager

Corporate restructuring has resulted in broadened responsibilities for many managers. Consequently, financial concerns are an increasing part of the equation, even for those who don't have a financial background. With today's increasing emphasis on quantitative measurement of performance, it is virtually imperative that all managers understand the basics of financial analysis. Participants are taught how to evaluate quantitative data and incorporate it into the decision-making process. [click here](#).

Dates: TBD

Fees: \$1350/participant (\$1050/participant for two or more)

Contact: 803.777.2231 or 800.393.2362

University of Texas

Accounting and Finance for Non-Financial Managers

Learn how to identify relevant information, apply analytical skills to make better business decisions, and take maximum advantage of business opportunities. Learn the basics or refresh your knowledge of accounting and financial terminology, and financial analysis techniques. This two-day program teaches you how concepts and strategies are integrated into your company's big picture. You will learn the language of business and begin to understand the reality behind the numbers. Additionally, you will better understand how to address and communicate problems more effectively, identify relevant information, and apply the analytical skills needed to make better business decisions and take maximum advantage of business opportunities. [click here](#).

Date: TBD

Location: AT&T Executive Education and Conference Center

Cost: \$2,560 (Individual Course); \$12,000 - [General Management Certificate](#) (includes materials, lunches and breaks.)

University of Virginia

Financial Management for Non-Financial Managers

This program provides non-financial managers a familiarity with essential financial terminology, concepts, and applications. With this knowledge, participants will be able to analyze and interpret

commonly used financial information in making business decisions and work more effectively with the financial executives in their organizations. [click here.](#)

Dates: March 16-21, 2014

Fee: \$8,900 per person.

Location: University of Virginia

Contact Information: Rebecca Yancey *Number:* 434-924-3000

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University of Washington

Finance and Accounting for Non-Financial Executives

This three-day seminar introduces essential financial management techniques for effective decision-making and provides a solid understanding of corporate finance. It equips professionals with a comprehensive working knowledge of financial principles and a strong foundation in financial management analysis. You will learn to interpret crucial financial data in ways that will enable you to improve your personal effectiveness and make a more productive corporate contribution. The program will give you the opportunity to meet with peers, share experiences and expand their business knowledge. [click here.](#)

Dates: May 28-30, 2014

Location: UW campus

Fee: \$3,300

Contact: 202-543-8560

University of Wisconsin- Madison

Business Acumen and Strategy for Managers

Many successful, critical thinking decision making executives have difficulty bridging the gap between functional expertise and general management skills. All too often, the specialized skills that made them invaluable in their former role become far less useful in a general management role, while the need for general business skills and decision making tools increases. This skill is often referred to as “business acumen,” which is described as an intuitive understanding of how companies make money and a realization that a compelling vision can be effectively translated into an actionable strategy. We have all met people who have this ability, and we understand that this skill will carry these people much further than specialized expertise alone. This course will “jump start” your business acumen, help you develop compelling business strategies and a communications plan. [click here.](#)

Program Dates: June 9–11, 2014

Location: WI

Cost: \$1,995

Contact Number: 608-441-7357

Finance and Accounting for Non-Financial Executives

This course provides two-and-one-half days of expert instruction, engaging discussion and real-world case studies designed to help you strengthen your business acumen and master the financial language of business. You’ll join in lively discussions with experienced moderators who will take you beyond intimidating financial terms and tools and show you what the numbers really mean...and how you can use them to your advantage. [click here.](#)

Program Dates: May 5-7, 2014; July 9-11, 2014; September 10-12, 2014; October 20-22, 2014

Location: WI

Cost: \$2,095

Contact Number: 608-441-7357

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Managing Project Risks

Risk is a given in any project, and the better you understand how to identify and prepare for it, the more likely you are to minimize your risk exposure. Under the guidance of a seasoned project manager, you'll learn a systems approach and process for identifying, analyzing, planning and controlling risk. The process includes tools, techniques and templates for dealing with different types of project risks, and you'll have the opportunity to practice identifying and analyzing risk, especially showstoppers. You'll also learn how the comprehensive risk management plan enables you and your project team to proactively manage issues that could negatively affect the successful control and completion of your project. [click here.](#)

Program Dates: March 3-5, 2014; May 14-16, 2014

Location: WI

Cost: \$1,995

Contact Number: 608-441-7357

Vanderbilt University

Finance & Accounting for Non-Financial Managers

Today's business climate makes it more important than ever to understand how to use financial systems to control costs, identify customers with potential financial problems and pinpoint opportunities for enhancing profits. While giving you a foundation in the basics of accounting and finance, this program also shows you how to uncover profit potential hidden in the financial numbers and guide capital to its most productive use. This three-day program helps you understand the numbers to manage more efficiently. [click here.](#)

Dates: March 3-5, 2014; October 6-8, 2014

Location: Owen Graduate School of Management, Nashville, TN

Cost: \$2,970

Contact:

Washington University in St. Louis

Building Competitive Advantage Through Strategy

Competing successfully today within industry requires more than routine planning and forecasting. Sustained success requires that firms obtain positions of competitive advantage. Participants in this seminar will adopt the perspective of a general manager and grapple with questions of how such positions can be obtained. You will develop tools for understanding your industry and environment, assessing your resources and capabilities, and analyzing your business model. You will depart with a clearer understanding of how to craft strategy in your business so it delivers competitive advantage. [click here.](#)

Date: November 5-6, 2014

Location: St. Louis

Fee: \$750

Contact:

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Business Acumen for Lawyers Certificate

A clear understanding of such topics as finance, accounting, corporate strategy and leadership is both critical for communication with business clients and the effective management of a successful firm. Washington University's Business Acumen for Lawyers Certificate program provides a thorough yet encompassing overview of these topics for law professionals. Successful completion of the program will result in a Business Acumen for Lawyers Certificate issued by Washington University in St. Louis, Olin Business School. The Business Acumen for Lawyers Certificate program is offered in two convenient 2-day modules designed to maximize learning and accommodate demanding schedules. [click here.](#)

Dates: TBD

Location: MO

Cost: \$4000

Contact Number: (314) 935-9494

Creating Value Through Mergers and Acquisitions

In this highly competitive marketplace, mergers and acquisitions can allow a firm to execute its strategy and deliver value to shareholders expeditiously. However, the M&A waters are fraught with failures and value destruction. In this seminar, we will highlight the common pitfalls in such deals and develop techniques of best practice for target identification, deal valuation and post-deal integration deals. We will also describe the latest empirical findings from scientific studies of these kinds of deals and devote attention to the valuation of privately owned companies. [click here.](#)

Dates: October 14-15, 2014 (Two day seminar)

Location: MO

Cost: \$1,500

Contact Number: (314) 935-9494

Financial Skills for Nonfinancial Managers (CERTIFICATE PROGRAM)

Finance touches everyone in the organization – through the company's performance metrics, capital allocation decisions or strategic planning. This program equips managers in functional areas outside of finance with the financial literacy and analytical tool box to understand financial metrics, measure value and interact with confidence on finance-related issues. [click here.](#)

Dates: TBD

Location: St. Louis

Fee: \$6,000

Contact Number:

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Wharton School of the University of Pennsylvania

Advancing Business Acumen

Drawing on key faculty and content from Wharton's top-ranked MBA program, *Advancing Business Acumen* introduces you to the fundamentals every successful manager needs in marketing, finance, strategy, negotiations, operations, and leadership. The challenging blend of interactive lectures, case studies, simulations, group discussions, and faculty dialogue will immerse you in the core concepts of business. The application exercises will stretch your managerial and strategic perspectives, sharpen your business instincts, and expand your ability to tackle new management challenges. [click here.](#)

Program Date: June 8 – 13, 2014

Cost: \$10,250

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Finance and Accounting for the Non-Financial Manager

The program teaches the core concepts of finance and accounting in a straightforward and easy-to-understand manner, including terminology and principles, financial statements, distinction between income and cash flow, and valuation. You will learn how financial data is used to make business decisions and to evaluate a firm's performance. A primary objective of this course is to make its content applicable to your own business or managerial circumstances. You are taught to relate the numbers of finance and accounting to business reality and to assess whether financial reports depict that reality faithfully. Since we believe learning is enhanced by real applications, case studies are used daily. They are prepared by small groups of participants, and then discussed by the class as a whole. [click here.](#)

Program Date: TBD

Cost: \$9,700 USD

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

Integrating Finance and Strategy for Value Creation

Integrating Finance and Strategy for Value Creation will help you understand the latest corporate financial policies and practices. Instead of spreadsheets and accounting, this program takes a broader perspective on finance. You will explore issues such as capital structures, cost of capital, diversification, risk, capital budgeting, financial policy, the financial implications of nonfinancial decisions, and how to earn the minimum acceptable rate of return on an investment. You'll also examine the nonfinancial factors that contribute to value and learn how to evaluate the financial consequences of your decisions. [click here.](#)

Program Date: September 22-26, 2014

Cost: \$9,700

Contact Name: Katrina S. Clark

Contact Number: 215-898-1776

Contact Email – execed@wharton.upenn.edu

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Whittier College

Management and Organizational Behavior

The systematic study of individual, group, and organizational behaviors and processes. The analyses of these levels of organizational functioning are aimed at enhancing personal and group effectiveness. Topics include the structure of organizations, the values and culture of organizations, motivation, leadership, power, cooperation, decision-making, and organizational change. 3 units. [Additional information may be found here at the Whittier College's website.](#)

Dates: Spring semester 2015

Location: CA

Cost: \$1,680 per unit

Contact Information: 562.907.4207

Wiley College

Operations Management for Managers (MANA4300)

This course introduces learners to the various aspects of management of business operations and the cross functional relationships in organizations as part of corporate decision-making process. [Additional information may be found here at the Wiley College's website.](#)

Dates: Fall/Spring 2014

Location: TX

Cost: \$927

Contact Information: Dr. Donald White, Director
903-927-3238
dwhite@wileyc.edu

Xavier University

Executive Certificate in Financial Planning

Xavier offers this program in partnership with Kaplan Schweser, the leading provider of financial planning and education materials. Kaplan Schweser has helped more than 10,000 financial professionals pass the CFP® Certification Examination. Because of Kaplan's extensive experience in providing financial planning education, students participate in an efficient and effective learning environment. Completing this program meets the education requirements needed to sit for the CFP Certification Examination, and prepares you to be successful taking the test. [click here.](#)

Dates: TBD

Costs: \$4,500

Contact Number: 513-745-3396 or 800-982-2673

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Lean Certificate Program

XLC's ***Lean Certificate Program*** combines highly-specialized classroom experience and work-related homework to move beyond the basic principles. This program is built around *applied learning* to truly help you master Lean as it relates to real world situations and problems. Through this hands-on learning model, you gain an in-depth understanding of the Lean approach and tools *and* you actually use them, on a real world, work related project. After you complete the intensive classroom portion of the certificate program, you'll undertake an individual project featuring a before-and-after lean process review, focusing on error reduction and waste elimination. You'll achieve certification upon demonstrating successful application of lean principles. [click here.](#)

Dates: April 9-10, 2014 / May 14-15, 2014

Costs: \$1,995

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Project Management Certificate Program

XLC's Project Management Certificate Program is our most popular certificate program. Taught by Denny Evans, an industry experienced practitioner, this hands-on program helps individuals understand the overall principles of project management and develop communication strategies, strategic planning skills and managerial insight to ensure projects are completed on time, on budget and within scope. Participants will be given the opportunity to link program content with their specific projects and challenges, so learning is more than theoretical. It is applied, enabling project managers to be more successful in achieving desired outcomes, on their real projects with all the unique issues they present. [click here.](#)

Dates: March 19-20, 2014 / April 9-10, 2014 / May 14-15, 2014

Costs: \$2,500

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Six Sigma Black Belt Certificate Program

With our ***Six Sigma Black Belt Certification*** program, not only will you develop the comprehensive knowledge needed to earn certification, but you will practice applying that learning throughout the program. This hands-on and project-based program will enable you to expand your knowledge in Six Sigma and turn that knowledge into action that delivers measurable improvements in business performance. You will practice sophisticated statistical decision-making tools and learn how to communicate and leverage results from these analysis to impact behavior, decisions and ultimately, delivery of the level of quality required for Six Sigma and customer satisfaction excellence. [click here.](#)

Dates: June 16-20, 2014

Costs: \$2,570

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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Six Sigma Green Belt Certificate Program

Six Sigma Green Belt Certification enables you to confidently contribute to Six Sigma projects and provide expertise and recommendations using Six Sigma tools with your functional teams. Through demonstrations and hands on exercises you will learn and apply the statistical tools that are fundamental to the DMAIC model, so you will be prepared to apply these to your own work. You will discuss your specific issues and challenges and identify the best approach and tools to drive improvement. Additionally, you will learn how to integrate the tools of Six Sigma and problem solving techniques, to engage *others* to deliver Six Sigma results, as well. [click here.](#)

Dates: April 29-May 1, 2014

Costs: \$1,570 USD

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

Six Sigma Yellow Belt Certificate Program

In Six Sigma Yellow Belt you will be introduced to the world of Six Sigma — how it “works”, the language, tools, and the outcomes. Through case studies, you will learn and discuss how businesses like Motorola and GE, have reinvented their companies by meeting Six Sigma standards. You will learn how quality management has evolved into a process for sustained excellence, studying specific tools used by experts to help achieve these results. You will also develop a greater appreciation for your role in implementing Six Sigma principles and practices. [click here.](#)

Dates: April 8, 2014

Costs: \$595 USD

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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ECQ 5: Building Coalitions

This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Barber-Scotia College

Contract and Purchasing Negotiation Techniques (BUS320)

Theory, strategies, techniques and tactics for negotiating contracts, as well as principles and practices of negotiations for corporate or institutional procurements. Utilizes role-playing techniques and methodologies. The course will further provide students with the knowledge and skills to successfully negotiate the best value for the government as they apply these skills in a wide range of mock negotiation exercises. [Additional information may be found here at the Barber-Scotia College's website.](#)

Dates: TBD

Location: NC

Cost: \$1,170

Contact Information: bboyd@b-sc.edu
704-789-2900

Law for the Entrepreneur and Manager

A broad-gauged introduction to business law and the major law-sensitive issues arising in the building and financing of new ventures and the management of mature companies. Organizing a new company; venture capital; contracts; liability; employment; intellectual property; public offerings and running a public company; antitrust; regulatory compliance and business crime; international business; buying and selling a business; bankruptcy and reorganization; and business disputes are examined and evaluated. [Additional information may be found here at the Barber-Scotia College's website.](#)

Dates: TBD

Location: NC

Cost: \$1,170

Contact Information: bboyd@b-sc.edu
704-789-2900

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Bowie State University

Intro to Public Relations

This course is a study of the fundamental concepts and skills in the public relations field. Students will learn the definition, nature, scope, and warranty of public relations activity. Tasks and responsibilities such as the number of theoretical foundations (including among others, communication theory, interorganizational theory, decision-making and management theory and conflict-resolution theory) will be addressed. [Additional information may be found here at the Bowie State University's website.](#)

Dates: FALL

Location: MD

Cost: \$913

Contact Information: 1-301-860-3451

Public Speaking (COMM103)

This course is a study of the basic principles and types of speeches, with practice in composition and delivery of speeches. [Additional information may be found here at the Bowie State University's website.](#)

Dates: spring/Fall

Location: MD

Cost: \$913

Contact Information: 1-301-860-3451

BRODY Professional Development (BRODY)

Political Savvy 1:1 Coaching

You understand your organization's formal organizational structure, but the informal culture and internal politics leaves you frustrated. This coaching session is designed to benefit those whose lack of understanding leaves them undervalued, stymied, and unable to gain traction for their ideas. Participants will learn about the informal organization and how to gain respect, which leads to better productivity. Department areas can be seen more as partners who meet organizational goals. Participants also gain an understanding of networking power to create collaboration, and how to manage organizational politics as a fact of life -- reducing employee frustration and stress. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Program Tuition: \$4,950 plus reasonable trainer travel for Senior Training Consultant OR \$5,500 for Marjorie Brody, Certified Coach and Owner

Contact Number: Tina at 215-908-4601 or 215-886-1688 tina@brodypro.com

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Influencing Without Authority 1:1 Coaching

Getting results, accomplishing objectives, completing projects ... all are critical in the workplace. Being able to influence others to accomplish these things when you don't have immediate authority is an essential skillset. Participants will develop greater awareness and mastery of how to influence others using a strategic planning approach. They'll practice influencing techniques and enhance their learning with videos, exercises, tools and group discussions. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel

Registration: Online Registration not available for this course, please see contact # below

Contact Number: Tina at 215-908-4601 or 215-886-1688 tina@brodypro.com

Winning Negotiations 1:1 Coaching

Overview: Everyone can think of a colleague who consistently lands both the best deals *and* the new clients with ease. That *can* be you. Negotiation skills can be learned and immediately applied to all aspects of your work and personal dealings. "Winning Negotiations" coaching will help you to develop critical negotiation behaviors by applying fundamental negotiation principles, and uncovering your tendencies, habits, and comfort zones. The tips, strategies, and techniques shared in this session will help you become a confident negotiator with internal and external customers – to create a win-win. [click here.](#)

Dates: All Dates TBD by participant

Location: TBD

Cost: \$4,950 plus reasonable trainer travel for Senior Training Consultant

Registration: Online Registration not available for this course, please see contact # below

Contact Number: Tina at 215-908-4601 or 215-886-1688 tina@brodypro.com

Brookings Institution

The Art and Science of Negotiation

To achieve organizational goals, today's executives must develop an ability to employ a full range of negotiation techniques—from win-win to no deal. They need to be able to identify whom programs and policies impact, identify who loses and gains from a particular action, and know the strategic value of understanding one's "best alternative to a negotiated agreement." This strategy goes beyond simple influence and persuasion techniques to a finely honed ability to understand how and when to apply sophisticated negotiation methods. [click here.](#)

Dates: June 24-26, 2014

Location: The Brookings Institution (Washington, DC)

Cost: \$2,695

Contact: (800) 925-5730

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Building Networks and Partnerships

How do government managers successfully create and manage partnerships and networks? How can technology and communications more effectively deliver public goods and services through networks? In this course, you will learn about the barriers to initiating interorganizational relationships and how to overcome them. You also will develop strategies to address conflicts that often arise in these relationships as well as how to create integrated solutions that achieve greater value for the public.

Dates: November 12-13, 2014

Location: Brookings Institution (Washington DC)

Cost: \$1,895

Point of Contact: Alexis-Clair Roehrich *Phone:* 202.797.2484 *Email:* aroehrich@brookings.edu

Leading Through Influence

In this new, interactive, two-day course, you will learn how to influence people both within and outside your chain of command. You will develop key skills of informal leadership: navigating politics, understanding power, and exercising influence. In addition, the course instructs you on ways to read and think through politically charged situations to resolve them. [click here.](#)

Dates: September 9-10, 2014

Location: The Brookings Institution (Washington, DC)

Cost: \$1,895

Contact: (800) 925-5730

Center for Creative Leadership

Leading for Organizational Impact: The Looking Glass Experiment

Leading for Organizational Impact enhances your ability to lead while balancing short-term and long-term strategic perspectives. With the advantage of a comprehensive, global, day-in-the-life business simulation, you'll gain a clear view of how your leadership impacts organizational outcomes

Leading for Organizational Impact is for senior managers and executives who lead a function or division.

Their scope may be local, regional or global. [click here.](#)

Dates: For dates, please click the link: [here.](#)

Locations: Greensboro, NC; San Diego, CA

Cost: \$7,900

Contact Information: 1-336-545-2810

Chabot College

Business Law (10)

This course is designed withing a legal setting in which business operates, with emphasis on legal reasoning and resolution, contracts, torts, intellectual property, agency and employment law, partnerships and corporations [Additional information may be found here at the Chabot College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$904

Contact Information: 1-510-723-6965

[Table of Contents](#)**Claflin University****Business Policy & Strategy (BADM406)**

A study of the application of economic concepts and techniques to decision making in business. Includes demand forecasting, firm structure, cost analysis, capital budgeting and operations research techniques.

[Additional information may be found here at the Claflin University's website.](#)

Dates: Fall/TBD

Location: SC

Cost: \$526

Contact Information: 1-803-535-5000

Columbia University**Negotiation Strategies**

Negotiation Strategies: Creating and Maximizing Value (formerly called Negotiation and Decision-Making Strategies) is a three-day program that allows participants the opportunity to learn to negotiate more effectively with various parties, from clients to internal constituencies, and get the most out of their negotiations. [click here.](#)

Dates: September 16-18, 2014; November 12-14, 2014

Location: Columbia University Campus, New York City

Tuition: \$5,850 includes materials and some meals.

Persuasion: Influencing Without Authority

This course is an intense three-day experience that covers the range of interpersonal and intergroup persuasion challenges, focusing on practical skills and immediate application to real-world situations. Over 3 days, PERS covers the range of interpersonal and intergroup persuasion challenges by pulling from sound psychological research. The course focuses on building consensus, personal persuasiveness, and effective negotiation, all of which are critical in driving change in organizational culture. [click here.](#)

Dates: March 18-20, 2014; October 21-23, 2014; December 9-11, 2014

Location: Columbia University, NY

Cost: \$5,850

Contact Number: 212.854.0616

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Concordia College, Selma

Business Communication (BUS 320)

In this course, students gain an understanding of the purposes and processes of communication in business and how to create communication tools that meet the needs of business audiences. Students will have the opportunities to evaluate and improve their oral communication through a number of exercises including videotaping. [Additional information may be found here at the Concordia College, Selma's website.](#)

Dates: Summer/Fall 2014

Location: AL

Cost: \$1,245

Contact Information: 1-334-874-5700

Coppin State University

Supervision of Instruction (EDUC6550)

This course emphasizes principles of supervisory management. Critical supervisory skills are stressed including: planning, delegating, communicating, budgeting and evaluating. Case studies demonstrating a variety of decision-making strategies are incorporated. [Additional information may be found here at the Coppin State University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$345

Contact Information: 1-410-951-3000

Eastern New Mexico University

Dynamics of Group Behavior

Principles and practices of effective participation in small group discussion, with emphasis on improvement of critical thinking, problem solving, organizational skills, and group cooperation. [Additional information may be found here at the Eastern New Mexico University's website.](#)

Dates: Summer

Location: NM

Cost: \$68/per Semester hour

Contact Information: (575) 624-7000

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Edward Waters College

Business Communication (MAN 431)

This module investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises concerning nonverbal communication, constructive feedback, dealing with anger, and resolving conflict. Learners develop a model for effective relationships. [Additional information may be found here at the Edward Waters College's website.](#)

Dates: TBD

Location: FL

Cost: \$1,417

Contact Information: 888-898-3191

El Camino College

Oral Business Communication

In this course, students will learn the principles of effective speaking in business situations. Interviews, conferences, briefings, and group discussions will be covered. Techniques of research, preparation, presentation, and evaluation are emphasized. [Additional information may be found here at the El Camino College's website.](#)

Dates: Summer/Fall

Location: CA

Cost: \$138.00

Contact Information: ireyes@elcamino.edu

Emory University

Strategies for Maximizing Negotiation Outcomes

This workshop will prepare you to effectively plan and conduct real-world negotiations. The program will cover the diverse range of negotiation settings that all business professionals face – from simple to complex, short-term to long-term, intra-organizational to business-to-business, and professional to personal. By weaving together content and application exercises for a comprehensive learning experience, this workshop will equip you with the knowledge to confidently manage negotiations - a competency you will leverage throughout your career. [click here.](#)

Dates: March 18-19

Location: Emory University

Cost: \$1,995

Contact Number: 404.727.2200

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Gallaudet University

Introduction to Public Administration

This course is a basic introduction to public administration for professionals working in public sector and non-profit agencies. Topics include the role of bureaucracy in the political process, theories of public organizations, bureaucratic discretion and accountability, policy implementation, and the changing nature of public administration. This course is designed to use lectures, student presentations, group discussion, and field assignments. The ultimate goal of the course is to help students develop a solid understanding of public administration theory and practice. [Additional information may be found here at the Gallaudet University's website.](#)

Dates: TBD

Location: DC

Cost: \$671 per credit

Contact Information: graduate.school@gallaudet.edu
wednesday.luria@gallaudet.edu

Georgia Gwinnett College

Global Leadership: LEAD4100

This course examines the traits, skills and behaviors needed to be an effective leader in a global context. Leadership, theory, organizational building, social change and interdisciplinary approaches to complex global issues will be the main components of this course. [Additional information may be found here at the Georgia GwinnettCollege's website.](#)

Dates: As offered

Location: GA

Cost: (GA residents) \$115.40 per credit (non-GA residents) \$430.67 per credit

Contact Information: Office of the Registrar: 678-407-5700

The Graduate School (DC)

Washington Executive Seminar

In this two-week, non-residential program, participants engage in individual and group activities, exercises, simulations and presentations taking advantage of the Washington location to gain insight into activities on Capitol Hill. The Washington Executive Seminar focuses on the political aspects of serving as a senior executive in the federal government. Faculty includes former House staffers, political appointees, and senior executives from GAO, OMB and other federal agencies. Seminar topics change to reflect current administration initiatives. [click here.](#)

Dates: July 14-25, 2014

Location: Washington, DC (USDA)

Tuition: \$3,725

Contact Number: 202-314-3300 or toll free 888-744-GRAD (888-744-4723)

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Grambling State University

Ethics and Leadership in Public Administration

Studies the historical, philosophical and emerging approaches to leadership in public administration and the philosophical foundations of ethical behavior in the public sector. It will examine ethical dilemmas in public policy decision-making at both the individual and organizational level and the relationship between ethics and various conceptions of leadership roles, models, and styles. [Additional information may be found here at the Grambling State University's website.](#)

Dates: TBD

Location: LA

Cost: \$3405

Contact Information: 1-800-569-4714

Harvard University

Mastering Negotiation: Building Agreements Across Boundaries

Mastering Negotiation: Building Sustainable Agreements goes beyond other negotiation workshops in acknowledging and addressing the challenges of negotiating across cultures, organizations and sectors. Mastery of one's own sector is no longer sufficient. In a world of intensely multifaceted economic, political and social problems, sustainable solutions necessitate achieving consensus among an unprecedented variety of stakeholders. Therefore, the program examines the effects of both social and organizational culture on negotiation, while at the same time helping participants develop the adaptive skills they need to translate their effectiveness to other settings. [click here.](#)

Dates(s): April 6-11, 2014

Location: Harvard University

Costs: \$6,900 USD

Contact Number: 617-496-0484

Creating Collaborative Solutions: Innovations in Governance

Creating Collaborative Solutions program explores new methods of working across traditional jurisdictions and sectors to identify, understand, and address emerging social problems. [click here.](#)

Dates: October 19-24, 2014

Location: Harvard University

Costs: \$7,200

Contact Number: 617-496-0484

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Howard University

Advanced Corporation Finance (GFIN501)

Advanced study of internal business financial policies and decisions with an emphasis on sources and forms of long-term financing, financial structure and cost of capital, dividend policy, and other advanced topics of mergers and acquisitions, basic options, and foreign exchange exposure management. [Additional information may be found here at the Howard University's website.](#)

Dates: Fall 2014

Location: DC

Cost: \$2750

Contact Information: (202) 806-1500

Kentucky State University

Leadership and Development (BUA202)

Application of communication theory in business writings and oral presentations. [Additional information may be found here at the Kentucky State University's website.](#)

Dates: TBD

Location: KY

Cost: \$625

Contact Information: Jennifer Miles
(502) 597-7023

Metropolitan College of New York

Organizational Behavior, Development, and Transformation

Conceptual and experiential approaches to the study of corporate culture, organizational structure, and human behavior in organizational contexts. Students study techniques for designing and developing a highly productive, effective and socially responsive work place. Topics include: work motivation; learning theory; conflict resolution; leadership; managerial styles; job design; performance evaluation and feedback; group dynamics; and issues of organizational power and politics. A broad spectrum of actual management case studies will be used to demonstrate effective approaches and strategies for dealing with organizational problems and opportunities [Additional information may be found here at the Metropolitan College of New York's website.](#)

Dates: TBD

Location: NY

Cost: \$836/credit

Contact Information: Dr. Tilokie Depoo

Dean & Professor - School for Business - 212.343.1234, ext. 2204 - tdepoo@mcny.edu

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Michigan State University

Power, Influence and Negotiation

This highly interactive two-day program is designed to improve your understanding and ability to master the skill of negotiation and enhance the competitive position of your organization by drawing on the latest research in negotiation, influence and decision-making. You will gain expertise in diagnosing negotiation situations, knowing what strategies to apply in that given situation, maximizing power position, creating opportunities for joint gains, and developing trade-offs that lead to mutually beneficial agreements. The feedback and discussion sessions following each case will reinforce our newly acquired skills. [click here.](#)

Dates: September 17-18, 2014

Location: The James B. Henry Center for Executive Development, Lansing, Michigan

Cost: \$1,995.00 – full tuition (includes materials, meals, assessments and certificate of completion)

Contact Number: 517.353.9711 x71005

Mississippi Valley State University

Managerial Communications (BA 601)

Introduction to mass media communication and its impact on social, political and economic sectors of American economy. Study of the elements of news for print and electronic media: style, structure, interviewing, story types and practice of gathering material, and make marketing presentations as well as written format. [Additional information may be found here at the Mississippi Valley State University's website.](#)

Dates: Fall Semester

Location: MS

Cost: \$1470

Contact Information: 662-254-3347

MIT Sloan School of Management

Negotiation for Executives

Negotiation is a daily practice within business organizations. We negotiate all the time--with clients and partners, vendors and suppliers, supervisors and colleagues, employees and recruits. Successful negotiation requires self-awareness, preparation, and practice. This program addresses all three requirements by providing extensive personalized feedback, tips for efficient pre-negotiation planning, and plenty of opportunities to practice and hone your negotiation skills. Drawing on fundamental negotiation principles based on scientific research as well as specific real-world examples, this program aims to enhance personal gains in negotiation, while simultaneously sustaining important relationships. [click here.](#)

Dates: April 10-11, 2014; June 10-11, 2014; October 28-29, 2014

Location: Cambridge, Massachusetts

Costs: \$2,900 (excluding accommodations)

E-mail: sloanexeced@mit.edu

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Mount Mary College

Certificate in Business/Professional Communication

For students who already hold a bachelor's degree, Mount Mary University welcomes you to return to school to earn a post-baccalaureate certificate in business/professional communication. The business/professional communication certificate is great for individuals looking for a career change or to advance their communication skills.

The certificate program allows you to take specific courses in business/professional communication, which allows for a convenient and efficient method to earn a certificate degree. All upper-level courses are offered in an accelerated format during the evening. [Additional information may be found here at the Mount Mary College's website.](#)

Dates: TBD

Location: WI

Cost: \$12668/year

Contact Information: surgesr@mtmary.edu

Norco College

Management Communications

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. [Additional information may be found here at the Norco College's website.](#)

Dates: Spring

Location: CA

Cost: \$138

Contact Information: (951) 372-7000

Northwestern University

Creating and Managing Strategic Alliances

Grow your business more quickly and with lower cost and risk through the use of strategic alliances. In a world of resource constraints and intense battles for customers, firms are increasingly employing a variety of cooperative relationships to achieve their strategic objectives domestically and internationally.

However, designing and maneuvering through alliances are very challenging activities. In this program, highlighted by a collaborative learning environment, you will be inspired with knowledge on how to create and manage different forms of strategic alliances, such as joint ventures, licensing agreements, buyer-supplier partnerships, and consortia. You will also develop a better sense of the costs and benefits of strategic alliances and learn the specific conditions under which alliances are preferred to internal development, mergers and acquisitions, or outsourcing. [click here.](#)

Dates: March 16-19, 2014; September 21-24, 2014

Costs: \$6,300

Contact Number: 847-467-7000

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Negotiation Strategies for Managers

Negotiate your way to success. Gain the skills to implement effective negotiation strategy and reach more satisfactory outcomes. Examine how strategic alliances, global competition, licensing agreements, and the use of teams have all changed the face of negotiations today - and how managers who stay on top of these changes get results. Prior to this program, you will complete a web-based survey that will assess your negotiation style. During the program, you will plan, negotiate, receive feedback, and discuss negotiation strategy in a collaborative learning environment. [click here.](#)

Dates: May 12-15, 2014; September 29 – October 2, 2014; December 1-4, 2014

Costs: \$6,300

Contact Number: 847-467-7000

Office of Personnel Management**Center for Global Leadership Series: Leadership for a Global Society**

This program offered by the Federal Executive Institute (FEI), you will assess the role of the United States in the world and explore the institutional and policy framework that supports our interactions with other countries. You will focus on best practices in dealing with issues having international implications: the negotiation and teamwork skills that have proven to be the most effective in global interactions. [click here.](#)

Dates: July 7-16, 2014

Location: Charlottesville, VA

Cost: \$7,800

Contact: 888-676-9632.

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Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Building Coalitions/Communication

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
ECQ #5-BUILDING COALITIONS/ COMMUNICATION	39.2	50	128	17
Partnering	22	26	40	5
Political Savvy	6.6	10	28	5
Influencing/Negotiating	10.6	14	60	7

[Click here](#) for a complete list of assets and descriptions specific to each ECQ competency.

Dates: Available 24x7x365

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: https://community.skillsoft.com/USGOV/Competency_public.asp

[Click here](#) for resources related to OPM's Federal Supervisory Training

Email LeadershipTraining@Skillsoft.com for additional guidance.

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Southern Methodist University

Master Negotiation I

This powerful two-day course will train you to take advantage of the gain-gain approach, today's most respected method of negotiation. The tools and strategies you learn will prepare you for success in principled and profitable negotiation with peers, clients, customers and adversaries. The course's interactive design provides individualized attention to help you diagnose your current approaches—and strengthen or replace them with proven, powerful skills. You'll understand how to avoid common errors and negotiate rationally and effectively. You'll learn how to separate fact from fiction and reality from perception. And because knowledge is power—you'll learn how to obtain, provide and withhold crucial information that can determine the outcome. The insights you gain will enable you to be soft on people but tough on issues. Carefully crafted negotiation simulations give you a fascinating, hands-on opportunity to test and refine your skills. [click here.](#)

Program Dates: April 30-May 1, 2014

Program Location: Dallas, TX

Cost: \$2,195

Contact Number: 214-768-3335

Stanford University

Influence and Negotiation Strategies Program

The comprehensive curriculum in the Influence and Negotiation Strategies Program covers negotiation skills and tactics, and also methods of dispute resolution that can be applied when negotiations break down. Topics range from the use of influence strategies in the everyday work environment to complex deal negotiations involving cultural differences, coalitions, and ethical challenges. Participants take part in exercises ranging from two-party to six-party negotiations, with constantly rotating partners from around the world. [click here.](#)

Program Dates: October 19-24, 2014

Location: Stanford University

Cost: \$11,000 USD

Contact Number: 650.723.3341

University of California, Berkeley

Best Practices in Negotiation

Everyone negotiates, but some are much better at this vital skill than others and, consequently, are more likely to reach ambitious goals and receive more recognition and rewards. In this seminar, learn the best techniques for striking better bargains, making lasting agreements and sustaining positive relationships while also learning how to recognize and address the tactics of counterparts. Equally important, you learn to become a savvy negotiator in such scenarios as buying, selling and financing cars, housing and other big-ticket situations. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$325

Contact Number: 510-642-4231

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Business Negotiating

Don't get mad. Don't get even. Get what you want. Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements. In this highly interactive course, you learn successful negotiation skills through role play and real-world case studies, giving you the knowledge and experience to handle difficult conversations, communicate with people from different cultures, uncover hidden value, discover optimal job-interview techniques and negotiate salary. Learn techniques to overcome obstacles that prevent you from reaching your goals. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$750

Contact Number: 510-642-4231

Innovations in Negotiation

Imbalances in power and financial clout compel negotiators to find creative sources of leverage. Learn innovative models and formats that define value in new and persuasive ways to produce lasting agreements. Through discussions and simulations, you practice techniques for investing in relationships to gain more favorable financial terms and mutual satisfaction. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$325

Contact Number: 510-642-4231

Women and Negotiation

Get a self-assessment of your negotiating style in this interactive seminar. Study real-life case examples to help you refine your techniques. Using a simple three-phase strategy and instructor-directed practice sessions, learn tools and techniques to increase the likelihood that you will get what you want and deserve in all types of negotiations. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$295

Contact Number: 510-642-4231

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University of California, Los Angeles

Persuasive Communication

Every day we face the challenge of persuading others to do what we want. But what makes people particularly responsive to our arguments, requests, and products? Persuasion is an art, but it is also a science, and researchers who study it have uncovered a series of hidden principles for moving others—be they employees, managers, coworkers, prospective clients, or customers—in your direction. This session explores the psychological fundamentals of persuasive communication and how to apply those principles to maximize your persuasiveness in an assortment of different contexts and with a variety of different target audiences. This session will be led by Dr. Noah Goldstein, UCLA faculty member and author of *Yes*, a New York Times bestseller on the topic of persuasion. [click here.](#)

Dates: Available as Custom Program

Location: Los Angeles, CA

Fee: \$750

Contact Number: (310) 825-2001

University of Chicago

Negotiation and Decision Making Strategies

This interactive five-day program is designed to improve your personal effectiveness and increase the productivity of your organization by drawing on the latest research in the psychology of judgment, combined with time-tested theories of negotiation and decision making. The purpose of this course is to help general and functional managers develop consistently effective strategies and systematic approaches to negotiations and decision making that will dramatically improve their personal effectiveness and the productivity of their organizations. The course provides sufficient familiarity with negotiating and decision making styles that will help managers identify their unique strengths and weaknesses, thus enabling participants to interpret and comfortably use the latest advances in the field of negotiation in their daily decisions. [click here.](#)

Dates: June 9-13, 2014; October 20-24, 2014

Location: Chicago Campus

Fee: \$9,100

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University of the District of Columbia - Community College

Six Sigma: Total Quality Applications

In this six-week online course, you will learn how to apply the DMAIC model each step of the way. You'll learn how to define, plan, implement, and close a Six Sigma project. You'll also know how to use process capability and how to apply lean thinking. And you'll understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®). [Additional information may be found here at the University of the District of Columbia - Community College's website.](#)

Dates: Mar 19, Apr 16, May 21

Location: online - DC

Cost: \$ 115

Contact Information: UDC Community College

Continuing Education

Eddie Jo Williams

202-274-5536

Six Sigma: Total Quality Fundamentals

In this six-week online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential.

This course will help you manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact. [Additional information may be found here at the University of the District of Columbia - Community College's website.](#)

Dates: March 19, April 16, May 21

Location: online - DC

Cost: \$115

Contact Information: UDC Community College

Continuing Education

Eddie Jo Williams

202-274-5536

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University of Maryland

Effective Negotiation Skills

Negotiating to a win-win outcome is an essential part of effective business practice today, whether your negotiation partner is across the world, across the country, or across divisions in your company. This session will expose you to well-tested strategies that ensure you negotiate an outcome that not only satisfies you, but leaves your counterpart satisfied as well. We'll spend part of the day in simulated negotiation exercises where you'll get the opportunity to practice and hone your new skills. [click here.](#)

Dates: TBD

Location: Ronald Regan Building and International Trade Center, Washington D.C

Costs: TBD

Contact Number: 301.314.1450

University of Minnesota

Negotiation Strategies for Executives

The Negotiation Strategies for Executives program delivers immediate benefits. It will provide you with knowledge of a wide variety of powerful and practical negotiation skills, and an opportunity to practice these skills in several experiential exercises. Participants leave the program with a firm understanding of the theory behind negotiations and the confidence to use different negotiation strategies and tactics. [click here.](#)

Date: April 2014

Location: University of Minnesota

Fee: \$3,500

Contact: 612-625-5412

University of North Carolina at Chapel Hill

Negotiation Skills for Effective Managers

This two-day negotiation skills program will allow leaders to enhance their current strengths while practicing their negotiation skills. Faculty leaders will help leaders tackle difficult negotiation issues and will arm them with negotiation techniques such as how to defend against probing questions and how to know when and if making the first offer is appropriate. [click here.](#)

Dates: May 22-23, 2014; September 15-16, 2014

Tuition: \$2,700

Location: The Rizzo Conference Center; Chapel Hill, North Carolina

Contact: Phone 1-800-UNC-EXEC or Email unc_exec@unc.edu

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University of South Carolina

Leadership through People Skills®

One of our highest-rated Executive Education programs, Leadership through People Skills is designed for both the rising star that needs to expand personnel management skills and the seasoned manager looking for new strategies to build staff performance and collaboration. [click here.](#)

Program Dates: TBD

Cost: \$2450/participant (\$1950/participant for two or more)

Contact Number: 803 777-4443 or 800.393.2362

International Negotiation: How to Overcome Cultural Business Challenges

International Negotiation: How to Overcome Cultural Business Challenges shows you how to successfully manage the negotiation framework in an international environment. Case discussions, videos and a negotiation simulation give you the tools to put your new negotiation skills to work immediately.

[click here.](#)

Program Dates: TBD

Cost: \$1350/participant (\$1050/participant for two or more)

Contact Number: 803 777-4443 or 800.393.2362

University of Virginia

Negotiating Success: A Learning Laboratory

Negotiating Success: A Learning Laboratory is designed to help novice and experienced managers become better negotiators. The program creates an intensive learning laboratory where participants engage in a series of actual face-to-face negotiations that will help develop and enhance their skills. These negotiations are then followed by in-depth debriefs where the experiences are explored and analyzed to build best practices, insights, and conceptual frameworks shared by successful negotiators. [click here.](#)

Dates: TBD

Fee: 7,200

Contact Information/Registration

Rebecca Yancey

Phone +1 877.833.3974 U.S./Canada

+1 434.924.3000 Worldwide

Fax +1 434.924.4402

Email: Darden_Exed@arden.virginia.edu

Web: www.darden.virginia.edu/exed

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University of Wisconsin- Madison

How to Influence Without Direct Authority

Develop the persuasion and influence skills possessed by effective leaders! Most managers have less formal authority than they need to carry out their responsibilities. Effective, innovative managers know how to use informal, indirect authority to influence key stakeholders: the boss, peers, associates, customers, suppliers and staff. In this course, you learn how to expand your power and positive influence beyond your formal authority in order to get the job done. Examine characteristics and skills of influential people to understand the sources of informal power. Discover how to analyze situations requiring influence and find out how to build effective relationships upward, downward and laterally. Learn influencing strategies, trust-building skills and tools of team-building and oral and written persuasion. [click here.](#)

Program Dates: April 14-16, 2014

Cost: \$1,995

Contact Number: 608-441-7357

Gaining Commitment: Coaching and Motivating in the Workplace

Understand what makes an effective team in the workplace! How do you create and sustain an environment of motivation and achievement? How do you encourage higher performance from your staff? This course will help you coach and motivate your people by having inspirational conversations, providing clear direction, and offering tools for improvement. [click here.](#)

Program Dates: March 12-14, 2014; June 11-13, 2014

Cost: \$1,995

Contact Number: 608-441-7357

Persuasion and Influence Skills for the Project Manager

As a project manager, you're faced with the challenge of influencing people over whom you have no direct managerial authority. Whether it's the team members themselves or the line manager who assigned them, project stakeholders or those at the executive level who control the project management process, your ability to persuade and inform is critical to your project's success. In this course, you'll perfect your written and oral presentation skills and gain the competency and confidence you need to influence stakeholders at multiple levels. Effectively negotiate with external subcontractors and internal service providers to attain win-win agreements. [click here.](#)

Program Dates: TBD

Cost: \$1,395 USD

Contact Number: 608-441-7357

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Project Leadership Communication

Use leadership and workplace communication to build effective work relationships! While few project managers have formal authority over their teams, the most successful ones know how to use the power of moral authority, which is gained through relationship building and effective communication in workplace. In this project management course, you'll learn about emotional competency and how to improve yours—especially in times of conflict—and about the crucial role communication plays in helping you to deliver effective leadership and be more influential with stakeholders both inside and outside your group. We'll also discuss key differences between being a leader, manager, coach, and facilitator, and when to play each role. [click here.](#)

Program Dates: May 1-2, 2014; June 26-27, 2014, August 28-29, 2014

Cost: \$1,495

Contact Number: 608-441-7357

Vanderbilt University

Negotiation Skills for Managers

In this highly interactive two-day program, you'll learn an analytic framework to help think more clearly about any negotiation you face, and get feedback to help you become a better negotiator. Through a variety of exercises—starting with simple simulations that become increasingly complex—you will be able to immediately see the effects of different negotiation strategies for different scenarios. [click here.](#)

Date: April 28-29, 2014

Location: Owen Graduate School of Management, Nashville, TN

Cost: \$1,980

Wharton School of the University of Pennsylvania

Global Strategic Leadership

Vigilant leaders scan the periphery to identify threats and pursue opportunities in advance of their rivals. *The Global Strategic Leadership* program will provide you with the tools to see around the corner to reveal the economic forces shaping the global market. You will explore new frameworks for leading across boundaries, making complex decisions with ambiguous data, and discovering new strategies for volatile and uncertain times. The program will provide you with an opportunity for guided practice in transforming your current strategy and vision into a compelling story that inspires your organization to deliver noteworthy results. [click here.](#)

Program Date: April 1-3, 2014

Cost: \$7,500

Contact Name: Katrina S. Clark

Contact Number: (215) 898-1776

Contact Email – execed@wharton.upenn.edu

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Executive Negotiation Workshop: Bargaining for Advantage

We use a combination of group work and individually tailored sessions in which you receive personal feedback on your unique strengths and weaknesses in negotiating. You will practice new negotiating skills with different partners in a wide variety of situations. Finally, using models that are constantly updated, we work on the real-world problems you bring to Wharton, so you can finish the program with workable solutions to use immediately. This is not a just a workshop of bargaining games but also one that emphasizes the real-world challenges you face every day. Participants who have attended other negotiation workshops in the past invariably tell us that this one sets the standard for excellence. This class is led by Professor Shell who brings decades of practical experience in a wide range of negotiation scenarios (mergers & acquisitions, startups, turnarounds, inside-the-organization problems) to each session. [click here.](#)

Program Date: March 17-21, 2014

Cost: \$11,000 USD

Contact Name: Katrina S. Clark

Contact Number: (215) 898-1776

Contact Email – execed@wharton.upenn.edu

Strategic Alliances: Creating Growth Opportunities

Strategic Alliances takes a wide view of the process of forming alliances and focuses on the negotiation and evolution of the alliance. It will give you the tools needed to overcome many of the obstacles inherent in new-market expansion or new-product development, and you will learn how to establish a global strategic position with limited time and resources. The program is complementary to Mergers & Acquisitions, which focuses more on valuation and legal issues. [click here.](#)

Program Date: April 28-May 1, 2014

Cost: \$7,500

Contact Name: Katrina S. Clark

Contact Number: (215) 898-1776

Contact Email – execed@wharton.upenn.edu

Xavier University

Negotiating Mutual Success

The key elements of effective negotiations are preserving and building upon relationships with others to develop mutually beneficial outcomes and long-term partnerships. In this hands-on experience, participants will practice the skills for mutually beneficial negotiating, including both planning for successful negotiations, as well as actually applying principled negotiation principles through role playing, related to their work situations. Learning is immediate and lasting. [click here.](#)

Dates: April 9, 2014

Costs: \$595 USD

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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Fundamental Competencies

Competencies are the personal and professional attributes that are critical to successful performance in the SES. The fundamental competencies are the attributes that serve as the foundation for each of the Executive Core Qualifications. Experience and training that strengthen and demonstrate the competencies will enhance a candidate's overall qualifications for the SES.

Alabama State University

Introduction to Public Relations (CMM310)

Intro to Public Relations covers Studies, theory, Principles, Practices and fundamentals of Public Relations. [Additional information may be found here at the Alabama State University's website.](#)

Dates: Fall

Location: AL

Cost: \$263

Contact Information: 1-334-229-4186

Albany State University

Be a STAR Reseacher

Develop your skills and learn the Strategies and Techniques for Accessing Resources. This course is designed to provide you with the necessary skills to acquire, evaluate, organize, and use information to further enhance your academic, professional, or personal growth.

[Additional information may be found here at the Albany State University's website.](#)

Dates: April 9, 16, 23, 30 (Thursdays)

Time: 5:45 pm – 7:15 pm

Location: 210 Simmons Hall, Albany State University, GA

Cost: \$35

Contact Information: Thedis Bryant; thedis.bryant@asurams.edu

Business Communication

This course is designed to help you develop effective communication skills necessary for success in the business world. Writing assignments focus on the most common types of business communication, e.g., letters, memos, e-mail, reports, resumes, and cover letters. Readings include case studies detailing how business communication works in the real world.

Instructor: Bernee E. Long, JD [Additional information may be found here at the Albany State University's website.](#)

Dates: Online

Location: GA

Cost: \$99

Contact Information: Bernie Long, 229-430-4661

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Bishop State Community College

Technical Report Writing (ENG130)

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format. [Additional information may be found here at the Bishop State Community College's website.](#)

Dates: Ongoing/Per Semester

Location: GA

Cost: \$415

Contact Information: 1-404-679-4501

Bowie State University

Oral Communications (COMM101)

This course is designed to give theory and practice in the basic oral skills necessary for effective communication. It is intended that this course will correlate with the other courses offered in communication skills in order to increase the student's articulation [Additional information may be found here at the Bowie State University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$913

Contact Information: (301) 860-43451

Public Speaking (COMM103)

This course is a study of the basic principles and types of speeches, with practice in composition and delivery of speeches. [Additional information may be found here at the Bowie State University's website.](#)

Dates: spring/Fall

Location: MD

Cost: \$913

Contact Information: 1-301-860-3451

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Brookings Institute

Interpersonal Savvy

This course helps you develop the agility to gauge your impact on others, be attentive to emotional cues, and cultivate empathy. The interactive course includes exercises that will help you build valuable skills and create cultures rich in feedback. [click here.](#)

Dates: May 28-29, 2014

Location: Brookings Institute (Washington DC)

Cost: \$1,895

Contact Information: (800) 925-5730

California State Polytechnic University, Pomona

Leadership and Teams (PSV490)

Major theoretical approaches in the psychological study of leadership. Interpersonal skills necessary for effective leadership. Lectures, discussions, and experiential activities to assist students in developing themselves as leaders. [Additional information may be found here at the California State Polytech University - Pomona's website.](#)

Dates: Fall

Location: CA

Cost: \$338

Contact Information: J. Michael Ortiz - 1-909-869-2954

Cañada College

Business Writing and Presentation Methods

An overview of business communication skills and its direct relation to workplace success. Emphasis is placed on the development of writing skills used in letters, memos, reports, and emails. Presentation skills, professional behavior in the workplace, and current communication technologies are included. Students use Word and PowerPoint software - (3 units) [Additional information may be found here at the Cañada College's website.](#)

Dates: TBD

Location: CA

Cost: 0

Contact Information: (650) 306-3201

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HUMAN RELATIONS IN BUSINESS

An overview of the basic behavioral science principles applied to the workplace. Human relations skills are developed through a combination of theoretical knowledge and group exercises. Topics include self-knowledge, perception, self-image, self-management, interpersonal communications, motivation, conflict resolution, and leadership. [Additional information may be found here at the Cañada College's website.](#)

Dates: TBD

Location: CA

Cost: 0

Contact Information: (650) 306-3201

Cerritos College

BA205 Organizational Leadership

Online Course - This course is designed to introduce the student to the concepts, issues, and practices that comprise the core of organizational leadership from a business and global perspective. It describes the core leadership theories, analyzes them in terms of business success, and examines leadership as it unfolds in the workplace. The various styles of leadership are identified, and the methods of developing, or improving, the students own leadership skills are discussed. [Additional information may be found here at the Cerritos College's website.](#)

Dates: On-going Online

Location: CA

Cost: \$46 per unit

Contact Information: 1-562-860-2451

BA208 Leadership for Women in Business

Online Course - This course explores women's leadership, management, communication styles and the vision and values women leaders bring to an effective environment in business. It is about balancing work/life and managing drive, ambition, adversity, commitment, networking and achievement. It examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. [Additional information may be found here at the Cerritos College's website.](#)

Dates: On-going Online

Location: CA

Cost: \$46 per unit

Contact Information: 1-562-860-2451

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Chabot College

Business Communications (14)

Covered in this course are the theory and application of written and oral communications in a professional business environment. [Additional information may be found here at the Chabot College's website.](#)

Dates: Spring/Fall

Location: CA

Cost: \$708

Contact Information: 1-510-723-6965

Managerial Accounting (1B)

Examines how managers use accounting information in decision-making, planning, directing, operating, and controlling. Emphasis on cost terms and concepts, cost structure, cost behavior, cost-volume-profit analysis, profit planning, budgeting, budgetary controls, cost controls, accounting for manufacturing costs and ethics. [Additional information may be found here at the Chabot College's website.](#)

Dates: Spring/Fall

Location: CA

Cost: \$904

Contact Information: 1-510-723-6965

Cheyney University of PA

Difficult Conversations

Gain insight into understanding how difficult conversations arise and how to prepare for them. Learn some techniques to handle difficult conversations. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: 3/18/2014

3/19/2014

3/24/2014

Location: Bloomsburg University, PA

Cost: 0

Contact Information: 610.436.3380 (for technical difficulties)

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Ethnic Groups and Diversity

In this course students study how various ethnic groups have shaped and influenced the political and social structures within the United States and selected international communities. Special attention is given to ethnic diversity among elected and administrative officials. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (215) 560-3891

Organizational Theory

This course explores organizational development as it applies to the public sector. There is a special emphasis on the application of organizational theories in the public sector and public management organizational issues. The course includes extensive analysis and interpretation of these theories. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (215) 560-3891

Public Budgeting

This course introduces students to practical applications of the theories of budgeting within public organizations. Various types of budgeting practices will also be examined. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: TBD

Location: PA

Cost: 0

Contact Information: (405) - 466-2231

Strengthening Your Emotional Intelligence

Begin to understand the brain science behind Emotional Intelligence (EQ). Understand the importance of EQ in the workplace, review and assess the five Emotional Intelligence skills, and become aware of your own EQ triggers. There is one thing that we are in control of--our attitude! Strengthen your EQ and help others do the same so that we can create an environment of candor and successful outcomes. For an expanded version of this program, register for the 40 minute pre-recorded teleseminar program.

Logistics: You will have access to the recording the entire week. It will be sent via e-mail no later than 11am that morning. Contact orgdev@wcupa.edu or 610-738-0476 with any questions. [Additional information may be found here at the Cheyney University of PA's website.](#)

Dates: April 2, 2014; Sept 29, 2014; Oct 21, 2014

Location: PA

Cost: 0

Contact Information: 610-738-0476

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Clovis Community College

Employment Strategies (BOFT115)

Designed to prepare students for employment and promotion in today's job market. Course content will include human relation skills, goal setting, job applications, resumes, cover letters, interviewing, and follow-up. This course should help students become more effective in their work and personal life through their knowledge of skills in human relations. A major theme of this course is to show how success at work and success in one's personal life are related and how one affects the other. [Additional information may be found here at the Clovis Community College's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$117

Contact Information: 1-575-769-2811 - Ron Biddle

Intercultural Communications (COMM125)

Investigates Intercultural Communication Theory and its applications in a culturally diverse society with the goal of increasing the student's understanding of the impact of culture on communication and the development of skills necessary for the foundation of effective intercultural communication. [Additional information may be found here at the Clovis Community College's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$117

Contact Information: 1-575-769-2811 - Ron Biddle

Statistical Methods (STAT213)

Beginning course in basic statistical methodology; measures of central tendency, and variability; bivariate data, probability and sampling distributions, estimation of parameters, and testing hypothesis [Additional information may be found here at the Clovis Community College's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$156

Contact Information: 1-575-769-2811 - Ron Biddle

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College of Alameda

Persuasion and Critical Thinking

Critical thinking skills: Principles of reasoning and persuasion, and analysis and evaluation of communication. Emphasis on structure of arguments, quality of evidence, formal and informal fallacies, and effect of media on argumentation. [Additional information may be found here at the College of Alameda's website.](#)

Dates: TBD

Location: CA

Cost: \$36 (for 9 units or more)

Contact Information: 510-522-7221

College of Menominee Nation

Organizational Dynamics

The purpose of this course is to provide a foundation in organization culture and leadership. The course covers basic theories and practices of improving organizational and individual effectiveness, and leadership development. Ethics in organizational decision making is an underlying theme for the course. [Additional information may be found here at the College of Menominee Nation's website.](#)

Dates: TBD

Location: WI

Cost: \$250 per credit hour

Contact Information: 920-965-0070 Green Bay/Oneida Campus
715-799-5600 Keshena Campus

College of Saint Elizabeth

Managerial Leadership (BUS679)

This course is designed to provide students with an overview of techniques used by successful managers. Emphasis is placed on critical soft skills. Topics include leadership, motivation, coaching, delegating, strategic thinking, time management, negotiating, presentations, and stress management. [Additional information may be found here at the College of Saint Elizabeth's website.](#)

Dates: Fall 2014

Location: NJ

Cost: \$2128

Contact Information: Dr. Jonathan Silver, Business Administration Program
973-290-4113
jsilver@cse.edu

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Organizational Behavior (BUS634)

Individual and group processes are the central components of the study of behavior in organizations. The focus of this course is on the managerial application of behavioral science theory to issues such as job satisfaction, organizational commitment, motivation, teamwork, communication, cooperation, decision-making and power. [Additional information may be found here at the College of Saint Elizabeth's website.](#)

Dates: Fall 2014

Location: NJ

Cost: \$2128

Contact Information: Dr. Jonathan Silver, Business Administration Program

973-290-4113

jsilver@cse.edu

CUNY Borough of Manhattan Community College**Managerial Decision Making BUS220**

This course is designed to develop the students ability to make decisions as a manager. Cases are used to present the student with a variety of management problems. Students participate in oral and written case analysis which requires identification of the problem, proposal of alternative solutions to it, and the choice of one solution based on criteria of profitability and productivity. Students also participate in a management simulation game. Prerequisite: [Additional information may be found here at the CUNY Borough of Manhattan Community College's website.](#)

Dates: Fall

Location: NY

Cost: \$705.00

Contact Information: 1-212-220-1439 - Antonio Perez

Delaware State University**Critical Thinking (Phil101)**

The course is designed to develop and refine students' ability to think more clearly and more logically. The means to this end is a study of elementary logic. Credit, three hours. [Additional information may be found here at the Delaware State University's website.](#)

Dates: Fall/Spring

Location: DE

Cost: \$272

Contact Information: 1-302-857-6060

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Public Relations Writing (MCOM251)

The course gives students practical experience in developing written communications tools used in public relations. The student learns to prepare press releases, biographies, fact sheets, speeches, brochures, newsletters, and press kits. [Additional information may be found here at the Delaware State University's website.](#)

Dates: Fall/Spring

Location: DE

Cost: \$544

Contact Information: 1-302-857-6060

El Camino College**Human Relations in Business (Bus 22)**

In this course students will study human relation theories and relations that will promote effective work ethics. [Additional information may be found here at the El Camino College's website.](#)

Dates: Fall 2014

Location: CA

Cost: (CA residents) \$46/credit (non-CA residents) \$216/credit

Contact Information: lplum@elcamino.edu - Business School

Florida Memorial University**Ethics and Value of Leadership**

This course will utilize lecture, readings, cases, exercises and self-assessments to present leadership approaches. This course requires putting understanding into practice, through engagement with and reflection upon literary texts and leadership exercises. (3 credit hours) [Additional information may be found here at the Florida Memorial University's website.](#)

Dates: Spring, Summer, Fall

Location: FL

Cost: \$683

Contact Information: 305-626-3600

Organizational Behavior

Behavior theory in organizational context. A study of individual and group dynamics in the business environment. Specific emphasis is given to leadership, motivation, communication, employee supervision, and morale. (3 credit hours) [Additional information may be found here at the Florida Memorial University's website.](#)

Dates: Spring, Summer, Fall

Location: FL

Cost: \$683

Contact Information: 305-626-3600

[Table of Contents](#)**Gadsden State Community Collge****LEADERSHIP MANAGEMENT SEMINAR**

Are you a lower-level manager who would like to move up the ladder? Do you need a few pointers to get you moving in the right direction? Are you an employer who would like to develop your managers to reach their full potential? If your answer is yes to either of these questions, then we have a seminar designed especially for you. This seminar is presented by professionals in the field of leadership, and has already been proven to increase participant's skill level and knowledge. Topics to be covered include: communication, customer service and time management. This is a 7-hour course that has been approved for CEUs. [Additional information may be found here at the Gadsden State Community Collge's website.](#)

Dates: Friday, 8:00 - 4:00 3/14/2014

Location: East Broad Campus, AL

Cost: \$140

Contact Information: Continuing Education (256)549-8305

Harvard University**Art and Practice of Leadership Development:**

In today's world, public, private, and nonprofit organizations all want to develop leaders who are stronger, more capable, and more effective in the difficult work they do. That's why they invest in leadership development for their top professionals, sending them to leadership seminars and hiring consultants to work with them extensively. But times and issues are more challenging than ever, and leaders in organizations find themselves looking for innovative solutions and more frequently being challenged for the decisions they make and the steps that they take. The leadership development practitioners working with them, then, have to be more prepared than ever to work with senior-level executives who face complex problems and operate in high-pressure environments. [click here.](#)

Dates: May 16 – 23, 2014

Location: Harvard Kennedy School-Executive Program (Cambridge, MA)

Cost: \$7,500 (includes tuition, housing, curricular materials, and most meals)

Contact: **For more information on these programs please Contact: 617-496-0484**

Holy Names University**Ethics at Work**

The course will consider the moral quandaries people face in business and professional life, explore the contacts and conflicts between personal value systems and "standard practice," and analyze ethical theory as a basis for developing skill in moral discernment in concrete cases. [Additional information may be found here at the Holy Names University's website.](#)

Dates: TBD

Location: CA

Cost: \$1,878.00

Contact Information: 1-240-567-7552

Kentucky State University

Interpersonal Communications (SPE103)

This course is designed to develop the art of communications in a business setting. Course will include hostile environments and ethical behavior. [Additional information may be found here at the Kentucky State University's website.](#)

Dates: TBD

Location: KY

Cost: \$925

Contact Information: 1-502-597-7023 Jennifer Miles

Langston University

Business Policy and Strategy

Integrates previously acquired knowledge about management processes and develops a framework for useful solutions to strategic problems. Discussions how functional areas look at problems differently and how consensus is obtained. Assigned case studies illustrate the critical thinking component of strategic management. [Additional information may be found here at the Langston University - Langston, OK's website.](#)

Dates: TBD

Location: OK

Cost: \$340.5

Contact Information: (405) - 466-2231

Human Behavior in Organizations

Studies how individuals adapt to organizations of varying size, how managers motivate and lead in work situations. How an organization operates as a complex social system. Investigates managerial effectiveness, employee motivation, job satisfaction, authority and discipline and small-group dynamics. Accepting the need for teamwork and committing to the team concepts are dominant goals. [Additional information may be found here at the Langston University - Langston, OK's website.](#)

Dates: TBD

Location: OK

Cost: \$340.5

Contact Information: (405) - 466-2231

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Managing Individuals & Work Groups

Examines leadership and supervision in small work groups within organizations of varying size. Investigates how and why individuals act as they do in interpersonal relationships and small-group settings. Through experiential exercises, the student develops new insights about the effective handling of issues related to individual differences and small-group performance. [Additional information may be found here at the Langston University - Langston, OK's website.](#)

Dates: TBD

Location: OK

Cost: \$340.5

Contact Information: (405) - 466-2231

Los Angeles Mission College

Human Relations

Demonstrates the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale. [Additional information may be found here at the Los Angeles Mission College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$320.00

Contact Information: 818-364-7600

Organization and Management Theory

This is a beginning course in theory and practice of management and organization. It gives a realistic account of what managers actually do and what they face. It presents various theories of management and organization. The functions of management, with special emphasis on foreign operations and future trends in management, are analyzed. [Additional information may be found here at the Los Angeles Mission College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$320.00

Contact Information: 818-364-7600

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Loyola Marymount University

Leadership - Online

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. [Additional information may be found here at the Loyola Marymount University's website.](#)

Dates: 3/19, 4/16, 5/21, 6/18/2014

Location: CA

Cost: \$130

Contact Information: 1-310-338-2700

Merced College

Elements of Effective Leadership (MNGT33)

This course deals primarily with the techniques of leadership in organizational settings. Topics discussed include leadership styles, the behavioral aspects of leadership and effective leadership characteristics. [Additional information may be found here at the Merced College's website.](#)

Dates: TBD

Location: CA

Cost: \$46 per unit (3 unit course)

Contact Information: 209-384-6000

Mercy College

ORGL 510 Becoming a Transformational Leader

This course exposes the student to gaining values of purpose, values and commitment. Particular emphasis will be placed on the managerial decision making process and its linkage to subsequent behaviors in the organization [Additional information may be found here at the Mercy College's website.](#)

Dates: Summer

Location: NY

Cost: \$798.00 - 890.00 per unit depending on program enrolled in

Contact Information: 800 - MERCY-GO (800-637-2946)

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Morehouse College

Foundations of Leadership

This course is designed as a beginning point for the examination of the issues and concepts involved in the study of leadership by focusing on the nature and character of the leadership itself. The readings and class discussions address basic questions such as the following: What is leadership and what are the traditional concepts associated with the discipline? How does context affect the practice of leadership? How do persons become effective leaders and/or effective followers? What is the moral purpose of leadership? What are the historical references for our contemporary leadership theories and ideas? (3 credit hours) [Additional information may be found here at the Morehouse College's website.](#)

Dates: Fall 2014

Location: GA

Cost: 0

Contact Information: (404) 681-2800

Leadership and Professional Development

This course focuses on personal leadership, personal management and interpersonal leadership. Learning objectives are accomplished via group discussions, presentations, videos, case studies and guest lectures. (3 Credit Hours) [Additional information may be found here at the Morehouse College's website.](#)

Dates: TBD

Location: GA

Cost: 0

Contact Information: (404) 681-2800

Professional Communication

Practicum to prepare students in all disciplines to communicate orally for professional survival and success in all settings. (3 credit hours) [Additional information may be found here at the Morehouse College's website.](#)

Dates: TBD

Location: GA

Cost: 0

Contact Information: (404) 681-2800

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Mt. San Antonio College

Oral Communications (BUSO26)

Oral communication used in business situations such as training sessions, presentations, professional discussions, and telephone interactions. [Additional information may be found here at the Mt. San Antonio College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$651

Contact Information: 1-909-594-5611 - Meghan Chen

New Mexico State University

Effective Communications Skills (CCDE105N)

Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills [Additional information may be found here at the New Mexico State University's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$4,292.00

Contact Information: 1-505-287-6651 - Dr. Joan Erben

Public Speaking (COMM253G)

Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences. [Additional information may be found here at the New Mexico State University's website.](#)

Dates: Fall 2014

Location: NM

Cost: \$3,241.00

Contact Information: 1-505-287-6651 - Dr. Joan Erben

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Notre Dame de Namur University

Women in Management (BUS2048)

Studies contemporary issues and problems facing women in roles as organizational leaders and managers. The course uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men. [Additional information may be found here at the Notre Dame de Namur University's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$654.00

Contact Information: 1-650-508-3442 - Manny Nungary

Notre Dame of Maryland University

Managing in Complex Environments (BUS501)

Presented through competing viewpoints of management, managers, and managerial criticism, learners examine and reimagine traditional management functions of planning, organizing, leading, as well as the paradoxes these ideas present when applied to the complex environments faced by today's organizations. Resources and assignments facilitate both the comprehension and application of management theories to contemporary situations as students develop strong scholarship habits that form the basis of the program. [Additional information may be found here at the Notre Dame of Maryland University's website.](#)

Dates: Spring/Fall

Location: MD

Cost: \$470.00

Contact Information: 1-410-435-0100

Nova Southeastern University

Managing Talent in Your Organization

This program is designed for managers and midlevel executives, entrepreneurs who are building their company, HR professionals and trainers, and new senior-level executives who seek a standard by which to measure success. [Additional information may be found here at the Nova Southeastern University's website.](#)

Dates: TBD

Location: FL

Cost: \$395

Contact Information: 800-672-7223, ext. 25183

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Office of Personnel Management

Executive Communication Skills: Leading the Process of Change

This fast-paced program at the Federal Executive Institute (FEI) moves between role-play exercises that build your interpersonal communication skills and leadership sessions providing tools for overcoming barriers to change in your organization. Scenarios based on real-world experiences highlight key components of interpersonal communication, followed by feedback from colleagues and facilitators. You will also develop leadership skills by focusing on your own work experiences and participating in a variety of large- and small-group activities. With one faculty member for every four or five executives, you are guaranteed the personal attention you need to bring your leadership skills to the next level. [click here.](#)

Competencies Emphasized: Interpersonal Skills, Influencing/Negotiating, Oral Communication, Team Building, Leveraging Diversity

Dates: Upcoming sessions of this class will be scheduled in 2014. Please call 888-676-9632

Orange Coast College

Professional Communication

Designed to teach students effective communication processes with and about oneself. Emphasis is on developing a greater self-awareness and self-esteem by studying cognitive science, whole brain learning, language and symbolic processing, perception, and nonverbal communication skills. [Additional information may be found here at the Orange Coast College's website.](#)

Dates: Fall 2014

Location: CA

Cost: \$280.00

Contact Information: (714) 432-5796

Rutgers University

Would You Want To Work For You? The Formula for Great Management

Great managers create workplaces with higher morale, tremendous commitment, and ever-increasing performance. They draw heavily on learning new methods energize both themselves and others to go the extra mile. This program, designed especially for *managers*, will help address critical competencies to do just that. [click here.](#)

Dates: TBD

Location: Mt. Laurel, NJ

Costs: \$1,850 (Includes instruction, materials, continental breakfast, lunch, and refreshments)

Contact: Phone 856.225.6685 or Email execed@camden.rutgers.edu

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Sacramento City College

MGMT372 Human Relations & Organizational Behavior

This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence and positive attitudes in work organizations. Topics include the basis for human behavior, perception, personality, communication, stress, time and career management, motivation, performance improvement, group behavior, ethics and social responsibility. [Additional information may be found here at the Sacramento City College's website.](#)

Dates: TBD

Location: CA

Cost:

Contact Information: 916-558-2111

Skillsoft: eLearning and Performance Support Solutions

[Skillsoft](#) is a pioneer in the field of learning with a long history of innovation. Skillsoft provides cloud based learning solutions for its customers worldwide, ranging from global enterprises, government, and education to mid-sized and small businesses. Skillsoft's customer support teams draw on a wealth of in-house experience and a comprehensive learning e-library to develop off-the-shelf and custom learning programs tailored to cost-effectively meet customer needs. Skillsoft's courses, books and videos have been developed by industry leading learning experts to ensure that they maximize business skills, performance, and talent development. [Skillsoft](#) maintains mappings for a variety of competency models. These mappings help to direct the individual learner to specific Skillsoft learning assets that are directly aligned with the particular subject area and training requirements. Nearly 500 hours of e-learning assets, 1,000 online books and book summaries, and 200 videos are aligned to the OPM Guide to Senior Executive Service Qualifications (ECQ's).

Skillsoft OPM-ECQ Fundamental Competencies

Content Summary:

	Courses & Simulations		Books	Videos
	Hours	Assets		
Fundamental Competencies	84.8	97	184	34
Interpersonal Skills	18	18	29	2
Oral Communication	20	21	33	8
Written Communication	16.4	16	36	10
Integrity/Honesty	6.8	10	36	5
Continual Learning	16.4	23	34	5
Public Service Motivation	7.2	9	16	4

[Click here](#) for a complete list of assets and descriptions specific to each ECQ competency.

Dates: Available 24x7x365

Location: Web-enabled content available with internet connectivity

Cost: Most US Federal agencies are currently licensed for a range of Skillsoft learning assets that can support Leadership Development initiatives. Please contact your organization's Training Administrator for specific information and access.

More Information: https://community.skillsoft.com/USGOV/Competency_public.asp

[Click here](#) for resources related to OPM's Federal Supervisory Training
Email LeadershipTraining@Skillsoft.com for additional guidance.

Southern University at Shreveport

Business Communications

This course will emphasize the development of writing and presentation skills to produce effective business communications. Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills will also be addressed. Topic discussion includes leadership effective participation, and group behavior. Student will use current software (power point presentation, graphics, spreadsheets, and word-processing) to develop business presentations. [Additional information may be found here at the Southern University at Shreveport's web-site.](#)

Dates: TBD

Location: LA

Cost: \$892

Contact Information: 318.670.6000

Southwestern Christian College

Principles of Leadership

Concepts of leadership and its relationship to management are taught in this course. This course prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This course will also address working with groups/teams and how to identify and manage conflict as a leader. (3 credit hours) [Additional information may be found here at the Southwestern Christian College's website.](#)

Dates: TBD

Location: TX

Cost: \$289 per hour

Contact Information: (972) 524-3341

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St. John's University

Masters in Executive Development

To meet the technological, global and ethical challenges of the marketplace and society at large, the Management Department provides management education in a climate conducive to scholarship in managerial decision-making and human relation skills. The Department's objectives make the student aware of business' place in contemporary society, emphasizing the scope and responsibilities of business, the sociopolitical milieu in which it operates and the economy from which it derives. Students learn to develop intellectual competence and basic managerial skills in such functional fields as materials and operations management, personnel management, methods improvement, the management of information systems and international management. [Additional information may be found here at the St. John's University's website.](#)

Dates: Graduate Program - based on course schedules

Location: NY

Cost: \$1100/credit

Contact Information: 718-990-1345

Texas College

Principles of Management (MGMT2301)

Introduces students to the principles of human and organizational behavior. Topics covered include management and leadership theories, management functions, organizational structure, human resources, management information systems, production and the control function, organizational communication, business ethics and social responsibilities, and other related subjects. [Additional information may be found here at the Texas College's website.](#)

Dates: Spring 2014

Location: TX

Cost: \$1025

Contact Information: (903) 593-8311

University of Arkansas at Pine Bluff

Oral Communication (MCOM2390)

Develops the ability to speak easily and fluently before groups. Emphasizes various arts of speech, including public speaking, oral interpretation, and group discussion. Special emphasis placed on pronunciation, articulation, and vocabulary development. [Additional information may be found here at the University of Arkansas at Pine Bluff's website.](#)

Dates: Spring/Fall

Location: AK

Cost: \$397

Contact Information: Dr. George Herts
(870) 575-8316

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University of California, Berkeley

Emotional Intelligence (EQ) and Improvisation: Building Your Leadership Toolkit

Learn to cultivate a high EQ to better understand and develop self-awareness, self-management, social awareness and relationship management. Improvisational training and spontaneous thinking help develop skills for intuitive and creative action “in the moment.” Led by experienced improve performers with organizational experience, this workshop combines the art of improvisation with emotional intelligence and business management skills to enhance your leadership toolkit. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$295

Contact Number: 510-642-4231

Essentials of Management

Survey the history of the management field; explore the planning, organizing, leading and controlling dimensions of the manager’s job; and analyze the transition that takes place as an individual professional takes on a management position. Learn key interpersonal and managerial skills. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$750

Contact Number: 510-642-4231

The Coach Approach to Effective Communication and Leadership Development

Business professionals can benefit from learning how to assess, appreciate and communicate more effectively through a coach approach. Gain the knowledge and confidence to create value for your organization and the people involved. Learn eight core coaching competencies for effective communication, as well as how to start a coaching relationship, perform ongoing coaching and complete the relationship. [click here.](#)

Dates: March 31 – May 19, 2014

Application Deadline: April 1, 2013

Location: San Francisco, CA

Cost: \$450

Contact Number: 510-642-4231

Interpersonal Communication Skills for Business part I

Effective communication skills help foster cooperation and teamwork within an organization. Learn key interpersonal skills that can boost your influence at work and make you more effective. Learn to overcome barriers, provide constructive feedback, identify strategies for communicating across cultures and understand how gender roles and differences influence communication. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$525

Contact Number: 510-642-4231

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Interpersonal Communication Skills for Business part II

Effective communication skills help foster cooperation and teamwork within an organization. Gain additional training in key interpersonal communication skills covered in Part 1 that will enhance individual and group effectiveness in a business setting. Increase your competency in the core communication concepts and skills taught in Part I and apply them to new contexts that are critical for enhancing collaboration, increasing message clarity, increasing emotional intelligence, providing evaluative feedback, managing conflict and facilitating teams and groups. [click here.](#)

Dates: TBD

Location: San Francisco, CA

Cost: \$525

Contact Number: 510-642-4231

University of Hawaii at Manoa

Art of Leadership Certificate

The Art of Leadership Certificate Program is based on curriculum developed by corporate training leader AchieveGlobal (formerly Zenger Miller, Kaset International, and Learning International). Taught by local instructors, the curriculum has served the needs of many Fortune 500 companies, as well as local corporate clients Bank of Hawaii, First Hawaiian Bank, First Insurance, Hawaiian Electric Company, HMSA, Kaiser, and Outrigger Hotels, to name a few. The program consists of ten hands-on seminars. Upon completion of coursework, including demonstration of competency through in-class activities, and submission of a short application, students earn the Art of Leadership Certificate. (Individuals may also attend selected seminars to meet specific objectives.) [Additional information may be found here at the University of Hawaii at Manoa's website.](#)

Dates: per semester

Location: HI

Cost: \$120 (General), \$105 (In-state) per course- 10 courses to complete certificate

Contact Information: Paulette Feeny- (808) 956-2037, email: pfeeney@hawaii.edu.

University of Minnesota

Authentic Leadership: Purpose, Passion, and Courage

The success of a company depends on the ability of its executives to lead with courage. Learn to function as a leader in a more purpose filled way, and be prepared to offer authentic leadership to your company and your community. [click here.](#)

Date: TBD

Location: University of Minnesota

Cost: \$3,500

Contact: 612-625-5412

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Creating and Executing Strategies

The program provides an integrated, flexible framework for strategy development that focuses on what the various approaches to strategy all have in common - decision-making. This framework will enable you to select the appropriate process for specific decisions, and enable your organization to build in (rather than inspect for) decision quality. [click here.](#)

Dates: May 20-22, 2014

Location: University of Minnesota

Cost: \$3,000

Contact: 612-625-5412

Critical Thinking and Communication

How often have you struggled to get to the core of an issue or to clearly organize your thinking on a question? If you are like most executives, the answer is “more often than you’d like.” Our critical thinking seminar will demonstrate tools that are proven to be effective in organizing both problem-solving efforts and business communications. This session will focus on determining “what problem am I trying to solve?” laying out a clear analytical framework for developing solutions, and developing a logical structure for communicating recommendations to senior management. [click here.](#)

Date: November 4-6, 2014

Location: University of Minnesota

Cost: \$1,500

University of New Mexico (online partner- ed2go)

Project Plan Definition

Use Microsoft Project as your Project Management Information System (PMIS). Learn how to outline and build a specific project plan step-by-step, incorporating complex relationships between tasks and resources. Design a Work Breakdown Structure to ensure completion of the project, set realistic schedules, make accurate estimates, and manage the expectations of customers. [Additional information may be found here at the University of New Mexico \(online partner- ed2go\)’s website.](#)

Dates: Fall dates

Location: NM (online partner- ed2go)

Cost: \$289

Contact Information: Angela Pacheco- delong@unm.edu or 505-277-3975

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University of St Joseph's

Comprehensive Leadership Training

There is such a dearth of good leaders everywhere that they are the best paid people in any organization. It is a well known fact that effective leaders make effective teams and organizations. Such leaders not only put their teams on a higher trajectory but also increase the pace of their own careers. This course intends to sharpen the leadership skills of managers and would be managers. [Additional information may be found here at the University of St Joseph's website.](#)

Dates: Online

Location: online

Cost: \$79

Contact Information: 860-231-5761

Leadership Best Practices

Developing your leadership style takes time. Let this fascinating course accelerate the process. From Stephen Covey and Jim Collins to Barry Posner and John Maxwell, it surveys the traits, competencies and best practices of legendary leadership thought leaders. And it distills them into a practical road map to success in your own leadership role, career and organization. [Additional information may be found here at the University of St Joseph's website.](#)

Dates: Online

Location: online

Cost: \$99

Contact Information: 860-231-5761

Success Strategies Training Program for Management & Leadership

In the 21st Century, and its global economy, the skill of successful managers and leaders is vitally important to an organization's longevity and success. Whether you are in the service or production business, this course provides a proactive method of effective and efficient success coaching for managers and leaders. In this process, the success of organizational managers and leaders is designed to be incorporated in all organizational levels. [Additional information may be found here at the University of St Joseph's website.](#)

Dates: Online

Location: online

Cost: \$99

Contact Information: (860) 231-5761

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Waubonsee Community College

Communication in the Workplace

This course develops effective communication skills for a variety of business situations and professional settings. Areas of emphasis include oral presentations for the business person, communicating in a multi-cultural work setting, verbal and nonverbal communication principles, interviewing, persuasion, group communication and participation, communication with customers, creating positive communication climates, and conflict resolution. [Additional information may be found here at the Waubonsee Community College's website.](#)

Dates: TBD

Location: IL

Cost: \$315 (in district)

\$505 (Out of District)

Contact Information: (630) 466-7900

Xavier University

Communication Skills

As a business professional, your role often involves getting things done through others. Therefore, your most powerful tool could be the ability to communicate. This interactive workshop helps you recognize when to communicate, how to do it effectively, and what to do when obstacles get in your way. You'll discover how proper communication allows you to more successfully provide feedback, conduct coaching, motivate your staff, resolve conflict and meet everyday workplace challenges—all with an eye toward becoming a manager who helps team members achieve results. [click here.](#)

Dates: April 17, 2014

Application Deadline: TBD

Costs: \$595

Contact Number: 513-745-3396 or 800-982-2673

Location: Xavier University, Cincinnati, Ohio

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Leadership Development Catalog

Compiled by the Office of Learning and Workforce Development

United States Department of Energy

If you have suggestions for additional university or private industry programs to add to this list,

please forward to:

David Rosenmarkle at david.rosenmarkle@hq.doe.gov