

# LEADERSHIP & MANAGEMENT

QNET presents:

## Certificate in Leadership Development (CLD)

The CLD prepares you for the issues faced by leaders in the modern workplace. Be prepared to challenge your existing thoughts on leadership. The program consists of the 7 day *Workplace Leadership Course*.



**Workplace Leadership - 8:15 a.m. to 4:30 p.m.  
Wednesdays – May 11, 18, 25, Jun 1, 8, 15, 22, 2011**

This workshop covers the critical subjects of:

**Leadership:** A Leader's Job - Management & Leadership - Addressing Performance - Performance & Well-Being - The Working Leader - The Peter Principle - Authority - Responsibility - Accountability - Leadership Styles - Decision Making - Input & Control - Delegation - Chain of Command - Unity of Command - Why the Job Doesn't Get Done - Goals - Performance & Results - Motivation - What Productive Employees Say - Trust - Encouraging Initiative - Rules & Procedures - Correcting Misconduct - Character - Pride - Self-Interest - Courage - Loyalty - Ethics - Teamwork - Advocacy - Managing Group Stress - Leading Friends - Characteristics of Effective Leaders

**Communication:** The Process - Components - Confirmation - Forms - Listening - Questioning - Using Employee Ideas - Meetings - Presentations - Gender Differences

**Training and Development:** Developing Capability - Training vs. Evaluation - The Role of Evaluation - How People Learn - The Laws of Learning - Sense and Meaning - Exercise - Primacy and Recency - Subdivision - Sequencing - Aspects of Performance - Explaining - Demonstrating - Assisting - Giving Feedback - Teaching Employees to Think - Teaching Employees to Accept Responsibility

Eligible for the **Certificate in Applied Management: Organizational Effectiveness (CAM:OE)** with the University of Manitoba Continuing Education

**Facilitator: Linton Sellen of Training Plus** is an experienced manager, trainer and trainer of supervisors. He has won awards for his leadership, presentation skills and training ability. He received his post secondary education from the Faculties of Management and Law at the University of Manitoba. Linton earned his multi-engine pilot wings, the highest instructional category available from the Canadian Air Force. With this and his commission as an officer, he was put in charge of the training and evaluation of Air Force supervisors and instructors. He also acquired years of first-hand practical experience as a manager, coach, and leader. For the last nine years, Linton has conducted training of managers and supervisors and provided leadership consultation to businesses and other organizations. Specializing in leadership, he developed the *Workplace Leadership Course* to address the issues faced by the leader in the modern workplace.

Participants in the Workplace Leadership Course offered by QNET have included:

Avant Systems Group	Boeing Canada	BP Building Professionals Inc.	Canada Post Corp.
Cangene Corporation	CanWest	Central Manitoba Railway	City of Winnipeg
Companies Office	CUETS – Bank of America	Diagnostic Services of Manitoba	Great-West Life
Health Sciences Centre	Industry Workforce Development	Granny's Poultry Co-Operative Ltd.	Investors Group
Johnston Group	Manitoba Health & Healthy Living	Manitoba Housing	Manitoba Hydro
Manitoba Information and Communications Technologies		Manitoba Infrastructure & Transportation	Manitoba Nurses Union
New Flyer Industries	Norampac	Parker Hannifin Electronic Control	Nygaard International
Pollard Banknote	Property Registry	Red River College	Richlu Manufacturing
Rogers Communications	St. John's-Ravenscourt School	Salem Home Inc.	Sigfusson Northern
Simplot Canada (II) Limited	Transcontinental LGM-Coronet	Society for Manitobans with Disabilities	University of Manitoba
Western Glove Works	Workers Compensation Board	Western Canada Lotteries Corp.	Winpak

**REGISTER NOW** - Fax this form to (204) 949-4990 or register online at [www.qnet.mb.ca](http://www.qnet.mb.ca)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\$2199+GST, Members of:  QNET  MPIA  MTEC/Tourism  MFPA  MCCA  \$2699+GST, Non-Members

**PAYMENT METHOD:**  Cheque Enclosed  VISA  AMEX  MasterCard

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder name \_\_\_\_\_ Signature \_\_\_\_\_

Participants will receive location and final details about 3 days prior to session; contact QNET if you do not receive this. Cancellations must be received in writing no later than 6 business days prior to the first day of the course. After that time, the full registration fee applies. Replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.

**QNET**  
Suite 303  
171 Donald Street  
Winnipeg, MB R3C 1M4  
p: (204) 949-4999  
f: (204) 949-4990  
mail@qnet.ca  
www.qnet.mb.ca