Leadership, Excellence And Development
(“LEAD”)

Purpose: The purpose of the program is to equip participants with the knowledge, skills and competencies necessary to be a highly effective supervisor, manager, and/or administrator at TAMU-CC. The program is competency-based and skill-acquisition focused and provides participants the opportunity to develop successful skills to:
- effectively communicate, delegate and manage priorities
- increase employee productivity, morale, work quality
- focus their time and efforts on achieving key results, and
- understand and implement systems thinking

Scope: The program consists of 40 hours of classroom sessions plus 10 hours combined supplemental TrainTraq online and outside classroom activities (individual, paired, and group) for a total of 50 hours. Classroom sessions are planned for various days and various time frames (2-4 hours) principally on Friday from 8 a.m.-12 p.m., beginning May 25, 2012.

Program Content Outline: The Lead program consists of the following three phases and major topics:

1. **Phase 1 - Interpersonal Influence/Effectiveness**
   a. Communication (written, verbal, listening)
   b. Leadership Style
   c. Problem Solving (dept/campus current issues*)
   d. Decision Making

2. **Phase 2 - Team Effectiveness**
   a. Making Team Meetings Work
b. Evaluating Individual and Team Performance
c. Resolving Team Conflict
d. Utilizing Team Members’ Strengths (right bus, right seat)

3. **Phase 3 - Organizational Effectiveness**
   a. Coordinating across departments/divisions*
   b. Quality/Systems management
c. Project management
d. Crisis and Risk management
e. Information papers/briefings
f. Decision papers/briefings

**Methodology:** Lectures, campus case studies*, individual and group activities/presentations, supplemental online training, and practical problem solving application of current challenge participants are experiencing (*info on how to do things in accordance with TAMUS policies/regulations and campus process/procedures).

**Milestones:**
1. Supervisor identifies candidate(s) for the program during the Spring performance evaluation reviews
2. Candidate is nominated by supervisor and application materials will be submitted to Employee Relations office no later than April 30, 2012
3. Candidates (approximately 16-20) are selected for the first cohort by screening committee
4. Course begins on May 25, 2012
5. Course concludes on December 14, 2012

*Give a man a fish feed, him for a day, Teach him how to fish—feed him for a lifetime!* ---Steven Covey