TEC Leadership and Management Certificate Part 2

AUGUST 24–25 • TEC GEORGETOWN TRAINING FACILITY
Register by July 24

TEC’s Leadership and Management Certificate Program includes eight course topics from TEC’s leadership skills coursework that have been combined to provide the fundamental skills required to effectively manage, lead and inspire employees.

To register online, go to texas-ec.org.
TEC LEADERSHIP AND MANAGEMENT CERTIFICATE PART 2
August 24–25 • TEC Georgetown Training Facility, 100 Cooperative Way, Georgetown

COURSE INFORMATION

Course Description: TEC’s Leadership and Management Certificate Program includes eight course topics from TEC’s leadership skills coursework that have been combined to provide the fundamental skills required to effectively manage, lead and inspire employees. The program is designed as three full days of instruction. It is recommended as two, one-and-half day programs split by a few weeks to allow for follow-up discussion, feedback and guidance before completing the final coursework in the certification process.

TEC is offering the program in two parts. Part 1: June 9-10, and Part 2 August 24–25.

Part 2 will equip managers with the proper techniques that yield high levels of employee commitment and performance.

Managers will leave with better skills and in the following areas:
• Employee Motivation
• Managing for Improved Performance
• Delegating for Result
• Understanding and Building Effective Teams

Audience: Senior, mid-level and entry-level managers

Prerequisites: Part 1 is required to complete the TEC Leadership and Management Certificate Program but does not have to be completed prior to Part 2.

Instructor: J.Lee Whittington, Ph.D, is the Professor of Management at the University of Dallas. He has decades of industry and consulting experience, including over 20 years working in manufacturing and distribution, where he held executive positions in marketing, logistics and general management. His consulting and leadership development experience includes working with electric co-ops, high-tech companies, national retailers and a variety of not-for-profits and government organizations. His research has been published in numerous top journals, including The Leadership Quarterly, Journal of Management, Academy of Management Review, Journal of Organizational Behavior, Journal of Applied Social Psychology, and others.

COURSE DESCRIPTIONS

Motivation: This session discusses the various motivational and leadership tactics that lead to high levels of employee commitment, satisfaction and performance. In this course, managers are exposed to a wide variety of motivational techniques including content approaches, expectancy models, job enrichment, and goal setting.

Assessments and experiential exercises:
• Interpersonal Values Assessment
• What’s Important to Employees
• Need-Based Motivation Assessment
• The Motivational Impact of Job Design
• Assessing your “FIT”

Managing for Improved Performance: This session uses the principles of planning and control to impact performance at the individual level. Topics include performance planning, performance evaluation and diagnosing performance problems. Role negotiation is introduced as a tool for clarifying job expectations.

Assessments and experiential exercises:
• Evaluate Your Goal-Setting Skills
• Evaluate Your Feedback Skills
• Performance Diagnosis Case Study

Delegating for Results: The management process is based on achieving organizational objectives with and through people. At the heart of the process is delegating. Topics include authority, responsibility and power. Managers learn to delegate without abdicating responsibility and to overcome the common obstacles to effective delegation.

Assessments and experiential exercises:
• Evaluation of Delegation Skills
• Life-Cycle Model of Leadership Assessment
• Life-Cycle Model as a Tool for Effective Delegation

Continuing Education Units and Continuing Professional Education Hours
This course may be eligible for CEUs or CPEs, depending on the governing body. Upon request and completion of the entire course, TEC will provide a certificate of completion to participants that may be used to apply for CEUs/CPEs.
Understanding and Building Effective Teams: This session is designed to assist managers in understanding the stages of team development and the issues presented at each stage. The various maintenance and production roles involved in teamwork are examined in detail. The characteristics of highly effective and mature teams are discussed.

Assessments and experiential exercises:
• Understanding the Stages of Team Development
• Matching Your Leadership Style to the Team’s Maturity Level

COURSE SCHEDULE

Monday, August 24
8:00 a.m.  Motivation
• Interpersonal Values Assessment
• What’s Important to Employees
• Need-Based Motivation Assessment
• The Motivational Impact of Job Design
• Assessing your “FIT”

11:45 a.m. Lunch

12:30 p.m. Managing for Improved Performance
• Evaluate Your Goal-Setting Skills
• Evaluate Your Feedback Skills
• Performance Diagnosis Case Study

4:00 p.m. Adjourn

Tuesday, August 25
8:00 a.m. Delegating for Results
• Evaluation of Delegation Skills
• Life-Cycle Model of Leadership Assessment
• Life-Cycle Model as a Tool for Effective Delegation

Understanding and Building Effective Teams
• Understanding the Stages of Team Development
• Matching Your Leadership Style to the Team’s Maturity Level

Noon Adjourn (box lunch provided)
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REGISTRATION FORM

Register by July 24. Click here to register online.

Please print clearly.
One registration form per attendee. Duplicate as necessary.

Name

Badge Name

Title

Cooperative

Address

City State ZIP

Phone Email

Registration Fees (all include lunch both days)

☐ Member Registration $695 per person

☐ Group Rate for 3 or More Employees $645 per person

☐ Nonmember Registration $795 per person

Note: Cancellations received two weeks prior to the start of the workshop are fully refundable. Any cancellations received after this date will be issued a refund minus $175 cancellation fee. Substitutions are accepted. No shows and registrants failing to cancel prior to the first day of the workshop are responsible for paying the full registration fee.

Signature

Register online or email completed form to brobertson@texas-ec.org.

Questions: Brooke Robertson, (512) 486-6212 or brobertson@texas-ec.org

Training Location: TEC Georgetown Training Facility
100 Cooperative Way, Georgetown 78626, (512) 868-8610 or 1-877-868-8610

Suggested Places To Stay: Attendees are responsible for making their own hotel room reservations.

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<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
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<tr>
<td>Holiday Inn</td>
<td>2370 Chisholm Trail</td>
<td>(512) 246-7000</td>
<td>$89, includes hot breakfast</td>
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<tr>
<td>Hilton Garden Inn Round Rock</td>
<td>2310 North Interstate Hwy 35</td>
<td>(512) 341-8200</td>
<td>$121, includes hot breakfast</td>
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<tr>
<td>Courtyard Austin Round Rock</td>
<td>2700 Hoppe Trail</td>
<td>(512) 244-1457</td>
<td>$103; Use code X5B</td>
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<tr>
<td>Hampton Inn &amp; Suites Georgetown</td>
<td>160 River Oaks Cove</td>
<td>(512) 688-5300</td>
<td>$119, includes hot breakfast</td>
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