

FEATURED PROFESSIONAL DEVELOPMENT

FOCUS ON:

Do you want to learn management skills but are not currently a supervisor or manager? This learning pathway offers you the opportunity to do so. While many of this year’s classes have occurred, the information below provides you with information about the classes that ELITE Professional Development offers cyclically. The FY25 schedule will be available later this summer.

Take charge of preparing yourself for upward mobility.



**Management Learning Pathway
FY24**

Effective management exercises three areas of ability: managing individuals (including yourself), team management, and understanding the organization, all of which are underpinned by leadership and development. The Management Learning Pathway offers targeted skills-building classes to help supervisors

and managers increase their effectiveness at MC.

Learning Pathway classes required to earn a certificate:

Individuals

- **Getting Things Done**
- **Growing Feedback to Feedforward**
- **Managing Tasks and Relationships**

Organization

- **Coaching Through Change** ²
- **Leading Ethically and with Integrity**
- **Open Door—Coaching Conversations**²
- **Planning and Facilitating Meetings**

Teams

- **Crucial Conversations for Accountability**
- **Crucial Conversations for Dialogue** ^{1,2,3}
- **Cultural Dynamics and Diversity**
- **Managing the Work of Your Direct Reports**

Development

- **Leadership Development Plan**

¹ Also in Communication & Conflict LP

² Also in Change Management LP

³ Also in Communicating Professionally in the Workplace LP

Classes Scheduled for FY24:

Class name	Class Length and Format	Class Date(s) and Times
Open Door—Coaching Conversations	90-minute class, online	<ul style="list-style-type: none"> • September 18: 1-2:30 p.m. • November 6: 1-2:30 p.m. • December 4: 1–2:30 pm

Getting Things Done	Three 3-hour classes, online	<ul style="list-style-type: none"> September 26-28: 1:30-4:45 p.m. February 12-14: 8:45 a.m.-noon
Crucial Conversations for Mastering Dialogue	<ul style="list-style-type: none"> Five 2.5-hour classes, online 2 full-day in-person classes 	<ul style="list-style-type: none"> Online: October 31, November 1, 7, 8, 14: 8:45 a.m.-noon Online: February 19-23: 1:30-4:45 p.m. In-person: January 10-11: 8:45 a.m.-4:30 p.m.
Planning and Facilitating Meetings	One 3-hour class, online	January 30: 8:45 a.m.-noon
Crucial Conversations for Accountability	Three 2.5-hour classes, online	May 28-30, 1:30-4:45 p.m.
Classes not listed will be offered in FY25		


*A learning pathway is a series of identified classes that provide you with an in-depth exploration of a skill area. When completed, a certificate of learning is awarded to acknowledge your commitment to pursue the study and practice of a specialized area of professional development. Participation is paced to provide time to reflect upon your learning and integrate concepts and skills into your life and work.

Management Learning Pathway Class Overview:

Classes	Brief Class Description*
Coaching through Change <i>Facilitator: Richard Forrest</i>	'Coaching at work' is a learned approach to supporting ourselves and others in dealing with complex changes at work and in the organization. Engage in coaching sessions where you practice asking intentional questions and listening to key workplace themes, and gain insights on how to recognize and support change.
Crucial Conversations for Accountability <i>Facilitator: Cynthia Mauris</i>	Accountability occurs when there is a gap between expectations and performance. Explore a matrix that helps you help others close the gap.
Crucial Conversations for Dialogue <i>Facilitators: Richard Forrest, Cynthia Mauris, Paul Miller</i>	Develop skills in how to plan and have an effective and successful crucial conversation where the stakes are high, emotions are strong, and opinions are opposing.
Cultural Dynamics and Diversity <i>Facilitator: Richard Forrest</i>	Recognizing and managing cultural dynamics is key to creating creative and innovative teams. Use a web tool to assess your team's diversity and gain insights into managing differences and solving problems.
Getting Things Done <i>Facilitator: Cynthia Mauris</i>	You cannot change the amount of stuff coming into your life, but you can change how you engage with that stuff. Gain greater control over your work, find more focus on each task, and feel less stress with GTD habits.

Growing Feedback to Feedforward <i>Facilitator: Heather V. Fogg</i>	<p>Although most people may personally value the perspective and information that performance feedback provides, fear and defensiveness can be tricky hurdles to overcome in the process for both givers and receivers of feedback. Everyone benefits when we adjust our feedback to become more feedforward.</p>
Leadership Development Plan <i>Facilitator: MC employee</i>	<p>In a group coaching setting, gain insights and a clear understanding of how to develop your leadership abilities in-line with your professional goals. Utilize MC resources to support self-development, identify short and long-term needs, and create an Individual Development Plan.</p>
Leading Ethically and with Integrity <i>Facilitators: Maria Adams</i>	<p>Develop skills to make a positive impact on the College's ethical culture. Discuss what it means to lead as an ethical role model. Experience interactive activities involving scenario-based dilemmas designed to foster supervisory decision-making with integrity.</p>
Managing the Work of Your Direct Reports <i>Facilitator: Christine Crefton</i>	<p>Create an environment that helps employees succeed. Communicate expectations, assist employees in identifying goals, and help them develop their skills. When your employees are successful, you are more valuable to your supervisor as you reach your goals.</p>
Managing Tasks and Relationships <i>Facilitator: Richard Forrest</i>	
Open Door—Coaching Conversations <i>Facilitator: Richard Forrest</i>	
Planning and Facilitating Meetings <i>Facilitator: Cynthia Mauris</i>	<p>Determine when meetings, face-to-face or online, are necessary and how to plan appropriately for them to be successful and effective. Draft an agenda for a meeting and participate in a mock meeting.</p>

* Complete class descriptions and outcomes are in MC Learns.



When you complete a learning pathway, register in Workday for the Learning Pathway Certificate of Learning to obtain a form that you submit. When approved, you will receive your Certificate of Learning. Commit to your professional development.

