

SYLLABUS

Course Title: Leadership Development Series
Contact: Sarah Cottam, (509) 534-0826, scottam@abcipc.org

Course Overview:

- Week 1 The Role of Leaders
Dr. Josh Armstrong, Director of Comprehensive Leadership Program Gonzaga University
- Week 2 Management—Leadership: Using Brain Science and Motivation to Make Tough Jobs Easy
Bill Sweigert, Owner of Sweigert Management Associates
- Week 3 Communications & Leadership
Chris Wheatley, Connections Project Administrator for Numerica Credit Union
- Week 4 Team Building & Managing People
Ray and Patti Skelton, Owner of Specialty Group
- Week 5 Personality Inventory & Leadership
Jessica Bonar, Benefits Advisor for Advanced Benefits
- Week 6 *The Planning Process: Manage Time, Task and Talent to Make Your Goals Happen*
Bill Sweigert, Owner of Sweigert Management Associates
- Week 7 Public Speaking
Connie Jacobs, Executive Consultant
- Week 8 Dealing with Difficult People & Managing Workplace Conflict
Chris Wheatley, Connections Project Administrator for Numerica Credit Union
- Week 10 Final Presentations / Graduation

Course requirements:

Attendance and Participation

Class is held every Friday from 1:00 p.m. to 4:00 p.m. with lunch at 12:30 p.m.

A total of six classes must be attended to receive a Certificate of Completion.

Assigned Readings - *7 Habits of Highly Effective People* by Stephen R. Covey (Provided)

Volunteer at Habitat for Humanity for Blitz Build—Half Day (TBD)

Final Presentation