# Leadership Success Series

**LCCC Lehigh Carbon**
COMMUNITY COLLEGE
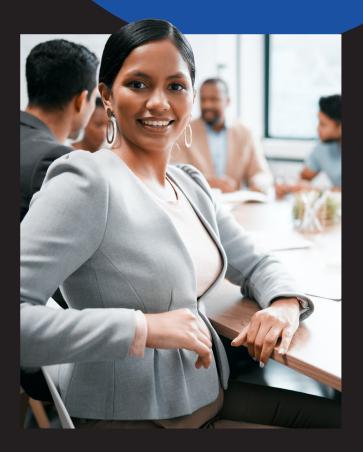CENTER FOR INNOVATION
AND LEARNING

*Step into a training experience* where real-world challenges meet breakthrough solutions. The programs in our Leadership Success Series aren't just about theory – they're about transformation. With interactive simulations, personalized coaching, and data-driven strategies, we don't just help you manage. We help you lead. **Boldly. Effectively. Authentically.**

**The Leadership Success Series** is training designed to provide transformational, future-focused programming tailored to the challenges and responsibilities faced by today's new and emerging supervisors, mid-level managers, and senior executives. The goal is to enhance critical competencies, foster innovative, strategic thinking and drive bottom-line results throughout a leader's career journey.

These programs may be taken individually or in the series to attain an LCCC Certificate. With these certificates, you are also eligible to receive an LCCC digital certificate badge that signifies your completion of the training and allows you to showcase your acquired skills and competencies online.

| Level | Course Name | Designed For | Learning Focus | Credential Earned |
|---|---|---|---|---|
| 1 | **Foundations** of Leadership | New and First-Time Supervisors | Learning basic leadership skills to support the transition to supervisor including communication and managing teams. | Certificate in Leadership Foundations |
| 2 | **Emerging** Leaders Program | Growing Leaders with Experience | Expanding influence, leading cross-functional teams, and decision-making. | Certificate in Emerging Leadership |
| 3 | **Advanced** Leadership Development | Mid-level Managers | Strategic leadership, organizational influence and driving change | Certificate in Advanced Leadership |
| 4 | **Executive** Leadership Mastery | Senior Executives and Directors | Organizational leadership, vision setting, and executive decision-making. | Certificate in Executive Leadership Excellence |

**For more information contact workforce@lccc.edu**

# Course Outlines
(each level consists of 24 hours total instruction)

## Level 1
### Foundations of Leadership

**Transition to Leader**
- Leadership meaning and how it differs from being a team member
- Understanding leadership vs. management
- Setting boundaries, earning trust and establishing credibility
- Leadership styles

**Everything DiSC Workplace Assessment**
- Understand your own unique work style
- Different approaches to improving communication and teamwork
- Reduce conflict by fostering understanding of others' behaviors
- Enhance workplace relationships through better collaboration

**Effective Communication**
- Clearly convey expectations and actively listen to team concerns
- The power of non-verbal communication
- AI in communication

**Coaching for Employee Growth**
- Setting clear expectations: delegation and accountability
- Giving and receiving feedback
- Guide team members in skill-building and career development

**Conflict Resolution for New Leaders**
- Understanding your natural conflict management style
- Handling disputes between team members

**Building and Leading High-Performing Teams**
- Team dynamics
- What drives employees to perform
- The five behaviors of a cohesive team

## Level 2
### Emerging Leaders Program

**Emotional Intelligence**
- Self-Recognition and management
- Social Recognition and management

**Generational Differences**
- Values of each generation: Baby Boomers, Gen X, Gen Y, and Gen Z
- Communication preferences
- Effective motivation strategies

**Change Leadership and Adaptability**
- Understanding and managing resistance
- Driving change and navigating business shifts with resilience
- The art of a situational leader

**Performance Management**
- Setting clear, SMART goals
- Measuring progress
- Addressing performance issues
- Conducting performance reviews

**Time & Stress Management**
- Balancing personal and supervisory responsibilities
- Delegating techniques for efficiency
- Four A model of stress management

**Strategic Thinking and Problem-Solving**
- Develop critical thinking skills to anticipate challenges
- Learning to make fair, data-driven decisions
- Innovation and continuous improvement

## Level 3
### Advanced Leadership Development

**HR Basics**
- Hiring and talent acquisition
- Anti-discrimination and workplace safety laws
- Managing leave policies
- Handling difficult conversations

**Financial Acumen & Business Strategy**
- Understanding budgets and financial decision-making
- Using KPIs to track leadership effectiveness
- Building a leadership dashboard

**Advanced Communication and Presentation Skills**
- Conducting effective team meetings
- Engaging and persuasive presentations
- Communicating effectively with senior leadership

**Everything DiSC Management**
- Your management style & people reading
- Directing and delegating
- Motivation
- Developing talent
- Managing up

**Introduction to Project Management**
- Foundations of project management
- Project planning and scope
- Scheduling, time and risk management
- Project tools and software

## Level 4
### Executive Leadership Mastery

**Inclusive Leadership**
- Understanding unconscious bias
- Building inclusive teams for innovation
- Leading with cultural intelligence

**Innovation & Disruption in the Digital Age**
- Leading digital transformation
- Embracing AI and automation
- Fostering a culture of innovation

**Everything DiSC Work of Leaders**
- Crafting a vision
- Building alignment
- Championing execution

**Capstone Project**
- Identify a business challenge or opportunity
- Develop a strategic vision and roadmap
- Lead organizational change and transformation
- Drive financial and operational excellence
- Use data and KPIs for decision-making
- Foster innovation and digital transformation
- Strengthen culture and inclusive leadership
- Enhance stakeholder and board communication
- Develop a personal executive leadership plan
- Present a final business case and recommendations

**Leadership Simulation**