

| **Grow** your career.
| **Level up** for the future.

Masters Certificate in Leadership

Level up your leadership skills.





Masters Certificate in Leadership

In this Masters Certificate program, you'll explore the traits of known leadership styles and establish your own by examining your unique strengths. Broken up into two modules, first, develop a strong foundation of must-know topics in contemporary leadership to engage staff and increase productivity. Then, dive into more advanced leadership skills for senior managers and directors.

Enrol in either module as a standalone to gain the leadership skills right for you or the full Masters Certificate program to receive a well-rounded experience and significant tuition savings.

Grow your career.

Level up for the future.



10 days of study over 7 months + supplementary readings and coursework



Book this program [online](#)

Masters Certificate in Leadership

First, discover – or rediscover – your leadership voice to provide strong direction that engages, challenges and pushes your staff to be at their most productive. Establish yourself as a trusted voice in the company with expert communication skills in discussions with staff, management and customers.

Perfect your conflict resolution skills and delegate effectively as a confident leader who solves problems on the fly. Then, unpack business leadership and gain advanced business leadership skills to lead exceptional business results.

This Masters Certificate program is ideal for aspiring, mid-career and senior leaders across a variety of industries, including IT, finance, marketing, government, HR, and front-line positions.



10 days of study over 7 months + supplementary readings and coursework

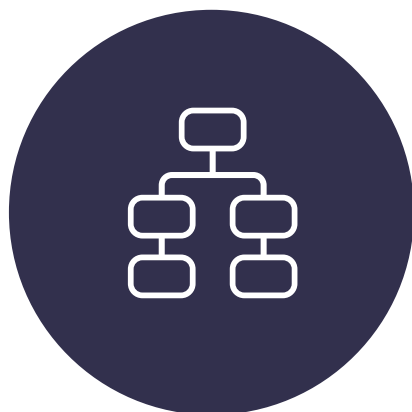


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Program Highlight



10 Days of Study

Rich learning in 10 days of study over 7 weeks, with supplemental readings and coursework outside of the classroom.



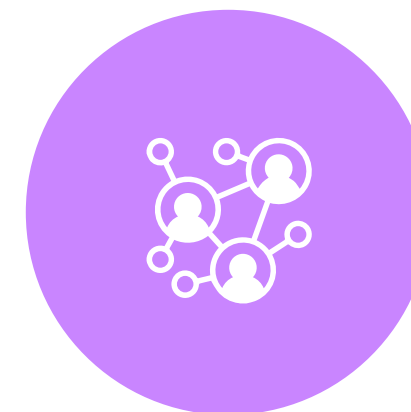
Leader Assessment

Benchmark your leadership proficiency and learn where your strengths and weaknesses lie, and grab opportunities.



Learn from the Pros

Train with top-rated Schulich instructors that are consistently ranked among the world's best.



Interactive

Connect with and learn from peers across a wide range of sectors, industries and professions.

Program Faculty



Michel Shah

Program Director



Thomas Medcof

PhD



Jordan Berman



Stephen Friedman

MA Psych

Program Faculty



Kristina Riis



Cy Charney

BA, MBL, P. Admin

Leadership 1:

Advanced Leadership for Senior Managers and Directors



Day 1 - The Key Roles of Supervisors and Front-Line Managers

The Essentials of Progressing in Organizations

- Transitioning from doing to being responsible for results
- Acting as a role model to others – what does that really mean?
- Supervisory responsibilities – what does that entail?
- How does this “translate” in managing others?
- Explore the potential strengths and non strengths of your style

Developing a “Different, Progressive” Mindset

- Clarifying your authority/limitations
- No longer a “member” of the team – what it means
- Challenges we encounter when we consider progressing
- Working with older, more experienced staff, former peers, managing a diverse workforce

Goals Setting and Managing the Resource of Time

- The supervisor/manager’s role in setting goals, sustaining them to successful completion
- The planning process and prioritizing the work
- Time management strategies
- Increasing effectiveness by managing the resource of time
- Identifying opportunities to add-value

Day 2 - Effective Leadership and Team Motivation Techniques

The Supervisor as a Leader

- What is leadership?
- The importance of becoming a role model
- Competencies/behaviour and skills of great leader – why these matter?
- Managing the different daily interactions – how do we respond?
- Your leadership style: what does it mean and implications

Working with and through others

- Defining teams now
- Building teams: 4 stages
- Conduct, characteristics and behaviours of successful teams
- Fundamental motivation techniques: telling and asking employees
- Valuing the diversity of the team
- Creating opportunities to achieve

Motivational Techniques

- What do we value in work?
- Fundamentals motivational techniques: telling or asking
- Creating opportunities to achieve – why this is an important aspect of motivation?
- Motivating without money – dealing with morale issues

Leadership 1:

Advanced Leadership for Senior Managers and Directors

Day 3 - Communication Skills and Staff Development

Communicating Effectively with Staff

- Recognizing the barriers to good communication
- Key elements of effective listening
- Using Questions as a tool to source more information

Coaching to Improve Performance

- Five essential steps in coaching success
- When and how to coach
- Difficult employee issues – common warning signs, what to do and what to avoid
- Managing your “hot buttons”

Communicating Expectations

- Setting standards and targets
- Giving feedback to staff – the great, good and not so good
- What do employee complaints tell us?
- Providing constructive feedback that gets results

How to delegate to achieve higher productivity

- Learning to let go and set consistent goals for your team
- Effective delegation techniques – a form of training/development for staff
- Involving your staff in setting parameters and time frames

Day 4 - Managing Diverse Teams and Problems

Your Workforce Make-Up Managing Generations

- What generations exist in the workplace now
- What defines a generation
- What this means in our workplace
- Differentiations between the generations
- Finding common ground
- Managing conflict amongst the generations
- Learning from each generation

Problem Solving, Decisions and Teams

- What types of decisions do supervisors and front-line managers make?
- Getting agreement on problems – What role does a team play?
- Six steps in solving problems
- Tools that can help successful implementation

Leadership 1:

Advanced Leadership for Senior Managers and Directors



Day 5 - Managing Difficult Situations

Management Ethics – their importance in the workplace of today

- Basics related to ethics in the workplace
- Forces involved with ethical behaviour
- Understanding the role policies, procedures, and protocols play
- Ethics, communication and feedback

Resolving Disagreements or “Conflict”

- Challenging Employees – what does this really mean
- Manager’s responsibility and accountability
- Steps in dealing with the tough stuff
 - corrective not punitive action
 - counsel & coach before discipline
 - the fairness factor of caring
- Where do we “go” when it doesn’t work

Providing Constructive Performance Feedback

- Pulling it all together when having those difficult conversations
- Planning for feedback that is accepted by staff
- How to start the discussion, keep it on target, and reach a successful outcome
- Documentation, suggestions, tips, and employee action plans

Wrap Up and Evaluations

Leadership 2:

Advanced Leadership for Senior Managers and Directors

Module 1: Purposeful Leadership

Leadership Identity

- Explore your leadership identity. Unpack what defines people as leaders and how their leadership identity takes shape throughout their career arc.

Leadership Roots

- Examine historical and scientific perspectives of leadership, from Plato and Lao Tzu to Machiavelli or neurosciences. Explore how perspectives of leadership change, and how our brains work through the many facets of leadership.

Leading With Purpose

- Identify what will make you a great leader, particularly in the face of difficulty.
- Examine how your purpose manifests in the work you do as a leader.
- Learn to lead with greater purpose and presence to better meet strategic objectives and inspire others.

Module 2: Culture Shaping

Origins of Company Culture

- Explore the dimensions of company culture. Define it and identify where the dials are for change.
- Explore how cultures are organically or purposefully formed.

Strategies

- Explore how company culture impacts organizational performance and identify the role of the leader.
- Develop business leadership strategies to effectively shape a culture. Learn to leverage others to cascade leadership behaviours throughout the organization.
- Examine how company culture is impacted in the face of poor performance or adversity.
- Identify how to effectively navigate the perils of change by leveraging company culture, not losing it.

Leadership 2:

Advanced Leadership for Senior Managers and Directors



Module 3: Making Great Decisions

Leadership and Decision Making

- Explore the role of the leader and how great decision making can define their capabilities.
- Explore the impact of decision making in key areas of an organization's strategy.

Good, Not Great

- Understand the tiers of decision making from basic to complex.
- Identify strategies to elevate your decision making as a leader.

Vantage Points and Biases

- Examine how points of view shape our decisions and patterns of decision making.
- Unpack and practice a model to more effectively make more holistic and better-informed decisions.

Tough Decisions

- Identify the perils of indecisiveness and how they can stall or accelerate growth.

Module 4: Organizational Design

Developing and Measuring a Sound Structure

- Explore the construct of effective organizational design. Identify best practices and how to measure results.
- Investigate how leading companies across multiple sectors design organizations today.

Change and Organizational Design

- Review case studies on how organizations changed their design to achieve results.
- Identify indicators to inform when it is time for change.
- Reimagine new futures and future-proof the business with new team structures, lines of reporting, decision making procedures, and communication channels.
- Identify leaders within the organization to support design, collect data, and lead organizational re-design.

Leadership 2:

Advanced Leadership for Senior Managers and Directors



Module 5: Mobilizing Teams

Inspiring Action

- Explore the motivators behind action and inaction. Learn how to inspire others without creating burnout.
- Identify strategies for motivating leaders and their teams.

Charting a Path

- Learn to communicate a strategy effectively and with clarity to help mobilize teams faster and more efficiently.
- Develop methodical strategies to align teams to organizational strategy.

Navigating Through Resistance

- Develop an approach to unblocking teams. Support leaders by charting new paths to success. Develop adaptability in others.
- Build team momentum and develop team resilience when challenges feel overwhelming.

Who Will Benefit



Aspiring & New Leaders

New and aspiring supervisors, office administrators, and HR, organizational training and industrial relations specialists will receive professional training in supervisory management and gain the applied skills needed to succeed in leadership roles.



Mid-Career Leaders

Solidify your leadership potential or refresh your frontline management toolkit to prepare for more senior roles. With a Masters Certificate from a renowned business school, you can advance your career in industries like brand management, marketing, business, government, plant and production, and frontline positions.



Business Owners & Senior Leaders

Streamline your business operations or prepare your team and organization for new ventures with advanced leadership training. Senior leaders across positions and industries like finance, IT, natural resources, manufacturing, brand management, marketing, advertising and sales can prepare both smaller and larger teams for adversity, decision-making, and strategizing.

Completion Benefits



Masters Certificate

Awarded when a series of more extensive courses are completed.

After completing the Masters Certificate in Leadership, you'll receive an authentic digital badge from the #1 business school in Canada that employers will recognize.

As more and more companies look for candidates with specific skills, this badge on your CV will be a credible assurance of your achievements and expertise, allowing the right roles to find you faster.



35 HRP-CPD Hours. This program has been approved for CDP hours under Section A of the Continuing Professional Development (CPD) Log of the Human Resource Professionals Association (HRPA). Be sure to note the program ID number on your CPD log. For more information about certification or continuing professional development, visit the HRPA website at www.hrpa.ca/hrdesignations_/Pages/Continuing-Professional-Development.aspx

Why a Certificate at Schulich ExecEd?

There will no longer be a single transition from graduation to work in one's life.

Because few of us have the same job for life, we constantly have to re-invent ourselves, learn new skills and adapt to the changing marketplace and business environment. Today's professionals and executives must be able to quickly develop and fine-tune personal business skills to adapt and grow.

We are #1 Business School in the country

We have the privilege of being ranked #1 and teaching top students from around the world.

Our Program is Unique

Distinction from growing competition in the job market.

We Provide a Combination of Skill Specialization & Range

Deepen your current skills and acquire new ones.



About Schulich ExecEd

At Schulich ExecEd, the professional development arm of the world class Schulich School of Business, all our programs are non-degree, mid-career acclaimed qualification that employers recognize and that you can add to your CV.

We provide:

- Short programs building an individual business skill have industry recognized credentials for that skill
- Certificate programs build a wider skill set with a number of key skills
- Masters Certificates are an intense dive into Leadership, Management or specific Business skillsets. This is our highest mid-career professional development business school certification

Key Stats:

- Ranked #1 business school in Canada
- Ranked #12 in global MBA ranking
- Educated over 80,000 professionals across the world.
- Delivered over 4,000 programs virtually and in-person
- 96% of our graduates used knowledge or skills from the program on the job
- 87% of our graduates reported improved job performance
- Worked with over 500 companies worldwide

Over 450 leading faculty in areas of management, leadership, communications, finance, marketing, business development and strategy





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