

Grow your career.  
Level up for the future.

# Lead Up: Leadership Essentials for Aspiring Leaders

Must-have skills to level up to a leadership role.



**Schulich**  
School of Business  
Executive Education

**YORK U**



## Lead Up: Leadership Essentials for Aspiring Leaders

The difference between a good leader and an exceptional leader is in the mindset. In challenging times, exceptional leaders are those who can handle conflicts with ease and stay focused on the big picture. In this leadership program for aspiring leaders, you'll learn the tips and tricks of leadership and gain concrete models, strategies and steps to use to get those leadership roles.

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



3 two-hour, self-paced modules over 3 weeks



Book this program [online](#)



## Lead With Calm And Composure

As an aspiring leader, you have some good instincts about leading teams—but are you equipped to take on a leadership role and make meaningful changes in your organization and industry?

In this self-paced, online program, you'll tap into your leadership potential with actionable tools to increase your self-awareness and self-management and tackle challenges with greater command and confidence.

Take your interpersonal skills to the next level with collaborative communication techniques. Learn the best ways to deal with conflict and contribute to organizational goals with focus and expertise. By the end of the program, you'll understand how to create positive impressions on your team and build strong relationships throughout your career.



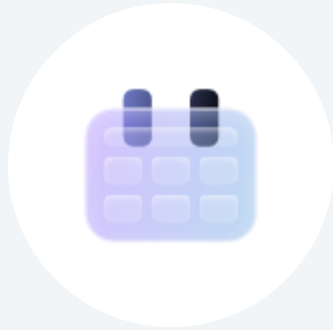
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# Program Highlight



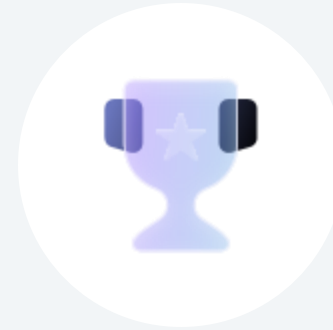
## Self-Paced Study

Rich learnings in 3 two-hour modules, spread out over 3 weeks. Enrol in this program anytime and join a cohort for peer-to-peer support.



## Learn from the Pros

Gain the expert tools and techniques needed to set yourself apart as an ambitious and reliable leader.



## Stand Out from the Crowd

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



## Foundational Badge

Receive a digital badge that signifies that you've gained information and insight into new skills.



**Chloé Norman**

Program Instructor

# Program Faculty

In her creative approach to facilitating, Chloé finds delight in giving people the tools and courage to see things through a different lens, leading to innovative solutions and behaviours.

Having grown up alongside a family-run leadership development, coaching and training organization, Heart of The Matter, Chloé's commitment to development runs in her veins. Heart of the Matter helps to integrate positive change and build healthy, collaborative and productive organizations through custom virtual and in-person consulting, training and coaching. They help leaders, teams, and organizations leverage their successes and multiply their results.

Since her career in Adult Education began in 2011, she's reached thousands of employees in new leadership positions through programs she has designed for some of North America's top tech and telecom companies. Chloé has shared ideas and facilitated stimulating conversations with groups from retail, local government, long-term care and more, spanning topics from leadership fundamentals, emotional awareness, negotiation and photography. One of the highlights of her career so far is having the privilege of working closely with Michael Bungay Stanier, author of *The Coaching Habit*, a Wall Street Journal best-selling book on coaching.

Currently studying Adult Learning at George Brown College, she received a Bachelor of Fine Arts from York University. Chloé feeds her sense of curiosity and adventure by exploring with her dog, canoe camping and hiking, all while stopping every second to take a photograph.

# Program Content

## Module 1: Lead Yourself: Self-Awareness and Self-Management

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The program begins by focusing on the inner workings of an extraordinary team member; how they manage themselves in good times and bad, dealing with conflict and contributing to the team and organisation's goals.

- How The Ladder of Inference (Chris Argyris) dictates perspectives and attitudes on a team.
- The 3 Questions that are the undercurrent of our reactions and what happens when they're affirmed or denied by yourself and others.
- Managing your hot-buttons so that they don't manage you in conflict.
- The 3 Steps to Instant Calm that help you to be a calm, cool and collected team member and leader.

## Module 2: Lead Together: Collaborative Communication

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Learn communication tools that will bring your interpersonal skills to the next level, strengthening your impact and collaboration as well as increasing your contribution to the team and organisation.

- Using the 5 Levels of Listening (Stephen R. Covey) in the right place and at the right time.
- Choosing the voice (Eric Berne) that builds collaboration and creativity.
- A guide to asking good questions that seek clarity, inspire ideas and build bridges.

# Program Content

## Module 3: Lead Up: Building Your Leadership Credibility

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The skills taught in this module pave the way for strong relationships and a positive impression with leadership in your organization. Paired with the tools from the previous modules, these new skills will truly set you apart as leadership material.

- Contributing to a culture of trust through everyday behaviours (Paul Zak).
- Coaching yourself through the tough stuff.
- Managing upwards; meet leadership where they're at by connecting to what matters to them most (Harvard Business Review).

# Who Will Benefit



## Aspiring Leader

Aspiring leaders in roles such as specialist, associate, and coordinator will develop a professional leadership mindset with the skills and tools needed to advance their leadership careers.

# Completion Benefits

After completing the Lead Up: Leadership Essentials for Aspiring Leaders program, 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.



## Certificate

Provided upon completing a longer program that may comprise several badges signifying a more extensive skill set.

# 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**

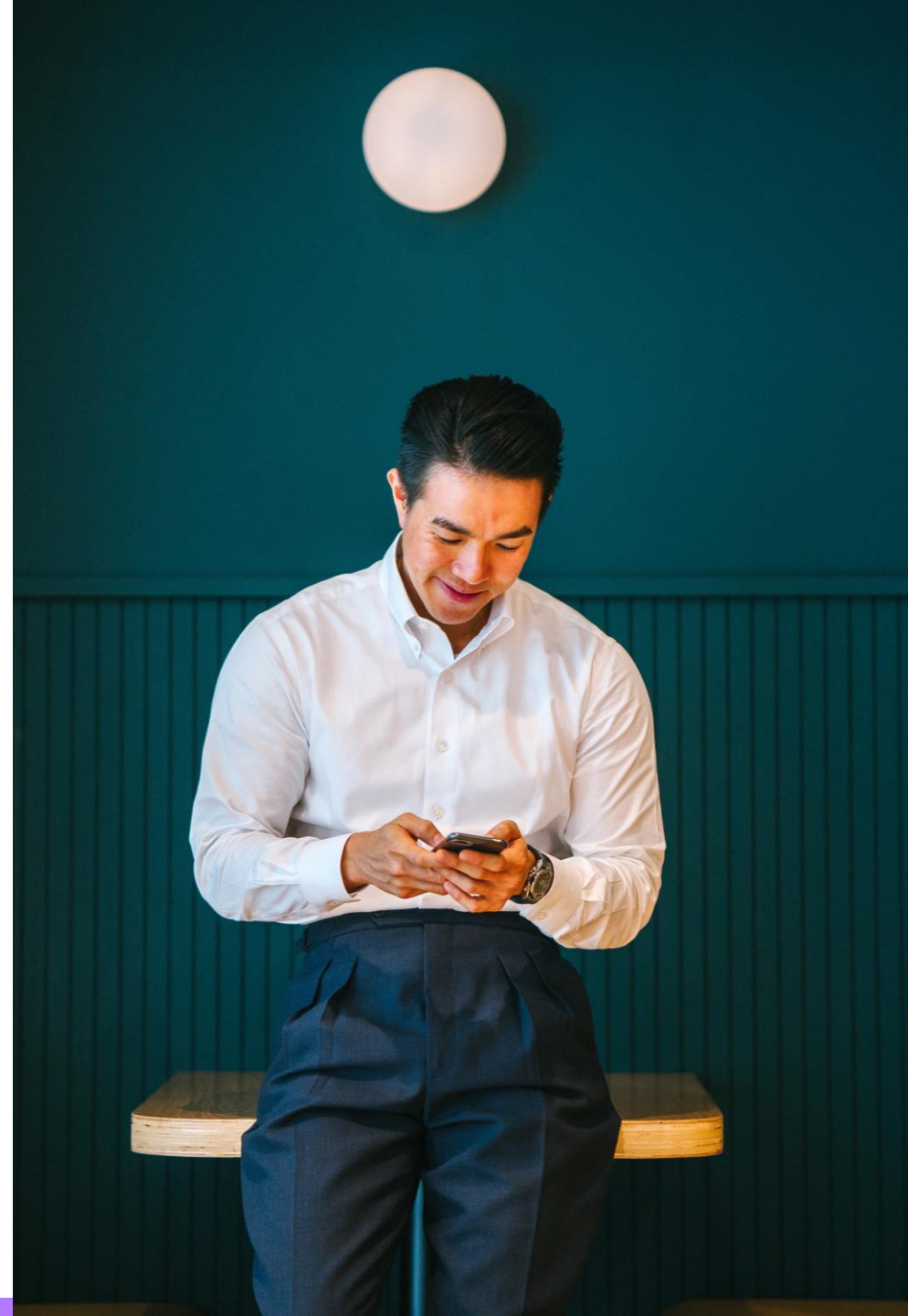
We have the privilege of being ranked #1 and teaching top students from around the world.

## **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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