



CONTINUING EDUCATION PROGRAM

Professional Development Certificate Training Courses

**For Business, Industry, Education, Government, and
Community-based Organizations**



About Tuskegee University

Tuskegee University is an independent and state-related institution of higher education. Its programs serve a student body that is coeducational as well as racially, ethnically and religiously diverse. With a strong orientation toward disciplines which highlight the relationship between education and work force preparation in the sciences, professions and technical areas, Tuskegee University also emphasizes the importance of the liberal arts as a foundation for successful careers in all areas. Accordingly, all academic majors stress the mastery of a required core of liberal arts courses.

Tuskegee University is located in Tuskegee, Alabama, which is 40 miles east of the Alabama State Capitol in Montgomery, Alabama, and 20 miles west of the city of Auburn, Alabama. It is also within easy driving distance to the cities of Birmingham, Alabama and Atlanta, Georgia.

The academic programs are organized into five colleges and three schools: (1) The College of Agriculture, Environment and Nutrition Sciences; (2) The College of Arts and Sciences; (3) The Andrew F. Brimmer College of Business and Information Science; (4) The College of Engineering; (5) The College of Veterinary Medicine; (6) The Robert R. Taylor School of Architecture and Construction Science; (7) The School of Education, and (8) The School of Nursing & Allied Health. The curricula for these colleges and schools currently offer over 50 degrees including 39 Bachelor's, 13 Master's, two (2) Doctor of Philosophy degrees: one in Materials Science and Engineering, and one in Integrative BioSciences, and the Doctor of Veterinary Medicine.

Mission of Continuing Education

The mission of the Continuing Education Program at Tuskegee University is to provide comprehensive educational programs for lifelong learning. Continuing Education is the means by which the University enriches, expands and extends its resources to a wide range of individuals, special interest groups and targeted audiences not otherwise reached by the traditional ongoing programs. The faculty includes an experienced group of Tuskegee University academic and professional staff and other training experts

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Tuskegee University Continuing Education Program can assist you in tailoring a professional development program for your organization and employees. Give our office a call to schedule an on-site training or on the campus of Tuskegee University.

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How to Improve the Performance of Underperforming Employees and Help the High Performers Excel

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

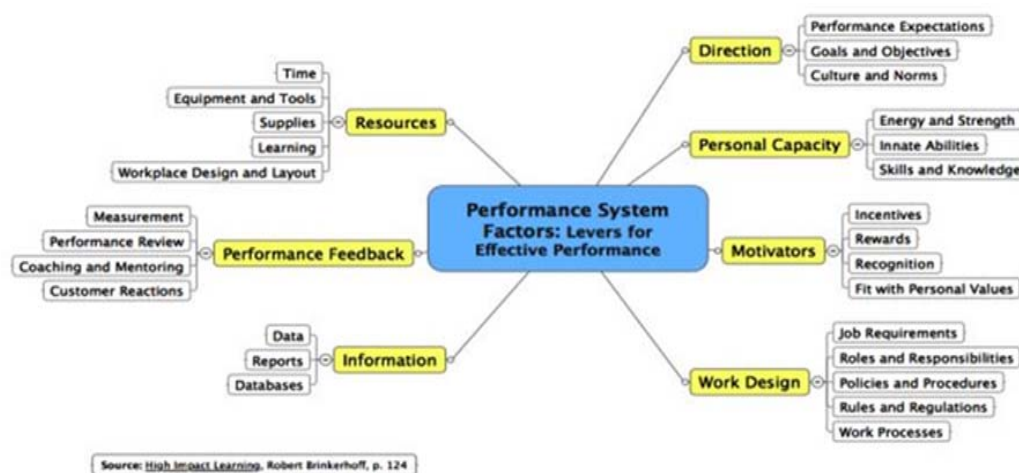
Course Description: Underperforming employees can cause serious negative impact on the level of productivity in any business, organization, or institution. This seminar is designed for prospective and current supervisors who would like to improve the performance of employees in their department. You will take away from this workshop strategies that will help you to deal more effectively with underperforming employees and get them to improve their performance. Additionally, you will learn strategies that will help high performers to perform at an even higher level.

Who Should Attend: Prospective and current supervisors

Learning Objectives

- Learn ways to determine the reasons for underperformance
- Learn how supervisors can contribute to underperformance
- Understand talent management and how a lack of it can contribute to underperformance
- How to know when employees are performing above and below the line
- Understand how accountability influences performance
- Learn how to raise one issue, problem or behavior at a time to improve performance
- Apply strategies to help employees see how improved behavior will improve his or her situation and career
- Demonstrate how to reprimand without offending
- Demonstrate how to communicate effectively, gain respect, enhance customer relationships and improve the overall environment at the workplace
- Learn the characteristics of high performers and how to get them to perform even better

Cost: \$375



Effective Public Speaking for all Occasions

Instructor: TBA

Length of Course: 4 Hrs. Per Week for 3 Weeks

Course Description

Much of one's success in making presentations has to do with knowing what to do and when to do it. This public speaking seminar will teach you advanced skills, yet easy to implement techniques that allow you to create and deliver presentations and speeches that move people to action.

Who Should Attend: All University faculty and staff

Learning Objectives

- Utilizing the components of image: voice, content, and body language for impact
- Using visual aids effectively
- Demonstrate how to projecting control through basic delivery skills
- Apply techniques in overcoming negative or distracting mannerisms and nervousness
- Demonstrate how to using rhetorical speech patterns to deliver more effective speeches
- Demonstrate how to use audience involvement to enhance and make content memorable
- Apply skills in using advanced mind-mapping techniques for quick preparation
- Learn how to use appropriate and well-placed humor
- Use simple techniques to deal with negative or hostile audiences
- Find and use quotes and anecdotes to drive home key points
- Say and do the right thing when something goes wrong
- Keep a high level of interest during the entire presentation

Cost: \$295



Effective Business Meetings

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

In an effort to spur organizational effectiveness, a great deal of time is spent in meetings, planning and debriefing strategies and activities. A recent survey by business leaders found that managers spend over fifty percent of their time in meetings. The same study reported that managers felt that about one-third of those meetings were unproductive. This course is designed to provide you with strategies that will help you improve the quality of your meetings.

Who Should Attend: Individuals who want to prepare themselves to facilitate effective business meetings.

Learning Objectives

- Identify the benefits of planning a business meeting
- Identify when a meeting is needed
- Recognize the appropriate type of meeting
- Identify the most effective time to have a meeting
- Identify the benefits of preparing an effective agenda
- Identify the benefits of preparing the meeting's site, participants, and follow-up
- Recognize ways to prepare participants for a meeting
- Choose the ideal meeting environment
- Use parliamentary procedures to conduct meetings in a business-like manner

Cost: \$295



The Impact of Mobile Technologies on the Brain and Worker Productivity

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Neuroscientists inform us that the constant use of mobile devices is starting to change our brain's physical structure, affecting empathy levels, mental ability, worker concentration, and ability to make good decisions. One of the reasons is because the constant exposure to such devices is creating "popcorn brains" -- the need to switch quickly between tasks. Also, **FoMo (Fear of Missing out)** syndrome is affecting workplace productivity (Rosen, 2014). It takes the average worker about 25 minutes to return totally to the task at hand after being interrupted by a mobile device. In fact, according to Stylist.com.uk (2010-2014), the possibility of expecting an email/text can temporarily lower ones IQ by as much as 10 points . The purpose of this workshop is to highlight some of the impacts that mobile devices can have on the brain and thereby negatively impact productivity at the workplace.

Who Should Attend: Individuals who want to understand how mobile technologies impact the brain and worker productivity.

Learning Objectives

- To gain knowledge about how mobile technologies are rewiring the brain and impacting work performance
- To inform workers how a lack of sleep because of valuable time spent on some form of mobile device can negatively impact work performance
- To understand that trying to multi-task on mobile devices while performing work tasks can reduce worker productivity
- To learn the relationship between fixed-mindset and growth mindset on worker productivity

Cost: \$375



Technical Report Writing

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

This workshop will provide guidance to those interested in enhancing their profession through better writing such as content, organization, and style. By improving your grasp of the technical elements of the English language, professionals can spend more time focusing on other larger business activities.

Who Should Attend: Those interested in improving their writing skills

Learning Objectives

- Identify the essential elements in effective writing
- Develop and apply skills in arranging and sequencing your writing
- Develop skills in writing clear and succinct sentences
- Develop skills in using the active voice instead of the passive
- Develop skills in summarizing large amounts of information into a clear and concise manner
- Use clear and powerful language to assert and persuade others for positive results
- Learn how to structure technical documents quickly to increase productivity
- Learn how to translate ideas into effective written documents

Cost: \$295



How to Avoid Fatal Leadership Errors/Suicidal Leadership

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description

Suicidal Leadership (SL) occurs when fatal leadership errors are made that deplete the leaders' effectiveness and eventually culminate in their termination from the position. SL includes five sequential, downward, spiraling, fatal errors (DSFE) which contribute to suicidal leadership. The heart of suicidal leadership is the leader's ineffectiveness caused by inappropriate dispositions and attitudes, and lack of knowledge and skills, which result in his/her inability to achieve organizational goals. You will take away strategies from this course that will prevent you from becoming a victim of suicidal leadership or fatal leadership. Additionally, you will learn about cases of real leaders/administrators who have succumbed to suicidal leadership.

- Understand the difference between governance, leadership, and management
- Determine your profile to find out if you are on the pathway to suicidal leadership
- Learn the different phases of suicidal leadership and steps you can take from becoming a victim
- Learn themes from suicidal leadership that will help you to avoid such behaviors
- Learn how to share the vision, build trust, inspire commitment
- Learn the importance of having competent a team to the inner circle
- Learn how to hire people who will perform above the competency line
- Understand the steps needed to prevent suicidal leadership.

Cost: \$375

Business & Social Etiquettes: The Polished Professional

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

A highly useful workshop designed to polish and enhance your social skills. This workshop gives you the essential information on manners in concise and plain English. It will help you develop the elements of politeness in today's cross-cultural environment. This business etiquette training program will also cover professional behavior, networking, business dining skills, etc.

Who Should Attend: Employees who wish to enhance their social and business skills

Learning Objectives

- Demonstrate how to enhance your image, make introductions, proper handshaking technique, remember names, improve your mingle-ability and dining etiquette
- Learn how to avoid awkward silences, start conversations even when you have nothing to say
- Learn ways to improve your listening skills, exit conversations gracefully and turn every social or business event into an opportunity for success
- Learn styles of eating, formal table setting, silverware savvy, navigating the place setting, dining do's and don'ts, etc.
- Learn the guidelines for appropriate dress, choosing powerful colors, making the most of accessories and much more
- Understand general workplace etiquette
- Understand dining and tipping etiquette
- Understand protocols for using cell phones at meal functions and during meetings
- Understand cubicle and desk etiquette
- Understand workplace etiquette away from the office

Cost: \$275



Cross-Cultural Strategies for Workforce Productivity

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Increasingly, the community in which we live and work is becoming more diverse. Diversity of culture in the workplace has helped to increase productivity when there is shared understanding and vice versa. The course is designed for participants to learn the basics of cross-cultural business communication, including cultural differences in nonverbal and written communication. You will also learn how to adjust the volume, pitch, and rate of your speech when communicating cross-culturally.

Who Should Attend: Individuals who want understand the importance of cultural diversity and how it affects productivity at the workplace.

Learning Objectives

- Understand techniques for working with multicultural audiences
- Understand the four generations at the workplace — their habits, attitudes, behaviors, thinking, etc.
- Describe and analyze cultural-specific styles of communication
- Understand how cultural diversity affects international business
- Apply strategies for effective cross-cultural communication
- Recognize plausible conflict areas derived from cultural diversity
- Learn how stereotyping others can negatively affect worker productivity

Cost: \$275



Serving The Customers With Excellence

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

In today's customer-oriented business environment, "people skills" are critical for personal and organizational effectiveness. How you handle your customers can directly affect your organizational goals as well as the perceptions of the public regarding your ability to serve the customers with a symphony of excellence. This seminar is designed to give employees the skills needed to communicate effectively, gain respect, enhance customer relationships and improve overall ability to serve the customers with excellence.

Who Should Attend: Individuals who would like to serve the customers with a symphony of excellence.

Learning Objectives

Course participants will develop knowledge, skills and attitudes in knowing how to:

- Know and apply the 21 essential elements of building customer loyalty
- Deliver better, faster service and increased customer satisfaction, thereby increasing productivity
- Gain repeat business
- Internalize the benefits of providing good customer service
- Know what customers expect
- Increase your credibility with customers-and your value to your organization
- Manage stressful situations more effectively
- Deliver better, faster service and increase customer satisfaction
- Know what customers expect
- Increase your credibility with customers-and your value to your organization
- Manage stressful situations more effectively
- Recognize the signals of customer irritation-and how to respond appropriately and assist in quickly finding a workable solution to your customer's problem
- Focus on customer service excellence and success
- Internalize the notion that excellent customer service creates revenue
- Manage customer expectations by personality style
- Dealing with difficult customers
- Construct a successful customer service survey to get a high response rate
- Responding effectively to specific customer behavior

Cost:\$275

Event Planning

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

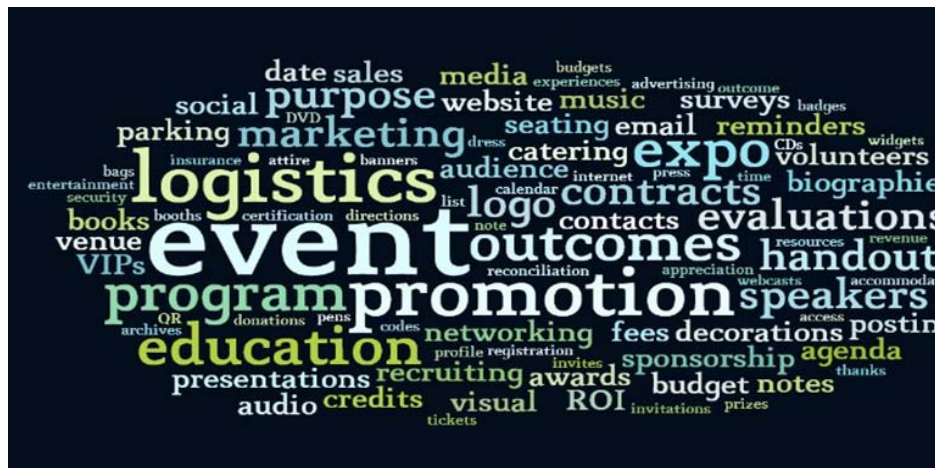
Would you like to plan and implement events that exceed your clients' expectations? If you have an interest in event planning, this course is for you. The course is designed to equip you with the knowledge and skills needed to plan all kinds of events such as conferences, weddings, parties, etc. Additionally, you will learn how to develop an eye for details and use the skills acquired in this course to plan and run all kinds of events in an efficient manner.

Who Should Attend: Individuals with an interest in planning various events such as, conferences, weddings, theme functions, etc.

Learning Objectives

- Learn skills in planning, scheduling, controlling, and executing, all kinds of events such as conferences, weddings, parties, etc.
- Learn how to effectively manage delays, changes, and problems when they arise
- Learn how to choose the perfect reception location, how to select the menu and how to get special event permits
- Learn how to guide the wedding party in choosing their attire and accessories
- Learn how to set the budget and how to organize budget priorities
- Learn the roles of all the important people involved in a wedding and their responsibilities and how to manage and help them effectively
- Learn how to outsource vendors for the reception including food and catering, music and entertainment, alcohol and bartending, etc.
- Learn how to plan holiday and themed functions

Cost: \$375



Knowledge Management for Accountability

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Workshop Course Description

Knowledge management is a discipline that promotes an integrated approach to identifying, capturing, evaluating, retrieving, and sharing of an enterprise's information assets. These assets may include data-bases, documents, policies, procedures, and previously un-captured expertise and experience in individual workers. Today, the usefulness of knowledge and skills has become short lived primarily because of the exponential growth of new knowledge in a technology-rich environment, hence the need for knowledge management. This course is designed to get a better understanding of knowledge management and its role in advancing organizational effectiveness.

Who Should Attend: Individuals who have an interest in understanding knowledge management and data-driven decision making

Learning Objectives

- How to leverage intellectual capital
- Understand the importance of leadership development in knowledge management
- Understand how to implement data-driven decision making
- Understand the half-life of knowledge
- How to deploy resources more efficiently
- Understand the centrality of mission vs non-mission
- Understand the ethical parameters of knowledge management
- Understand how to adhere to policies and procedures in a technology-rich environment

Cost: \$375

Publishing Made Simple

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Today, publishing a book is simpler than in the past. A published author can become a household name over a short period of time. In fact, if you are in a business and you have published a book, it can help boost your business. This course is designed to assist you with ‘nuts and bolts’ strategies that will help in getting your book published. You will learn how to understand various publishing options that are available and how to select the one that best suits your situation. You will take away strategies that will allow you to work with print on demand companies that print books in quantities based on your demand and not the company’s. Additionally, you will take away information that will enable you to gain a better understanding of the various factors that should be considered in your decision of self-publishing.

Learning Objectives

- Determine reasons why you want to write and publish a book
- Develop an overview and understanding of self-publishing in a technology-rich environment
- Understand traditional publishing vs self-publishing
- Learn factors that will help you decide which publishing format best suits you (paperback, hard-cover, EBooks, Kindle, etc.)
- Identify crucial factors that should be consider in selecting a publishing company
- Know the pros and cons of self-publishing versus traditional publishing
- Know the different genre of books that have been successful in the self-publishing business
- Analyzing your reader and identifying main your marketing strategies
- Know the marketing and publishing trends and how to use them effectively
- Apply skills in exploring various research tools to better understand the market for your book
- Apply knowledge and skills in target marketing of your book
- Learn how to use social media to market your book
- Understand when is the best time and place to set up book-signing events

Cost: \$195

Making the Transition from Staff to Supervisor

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description

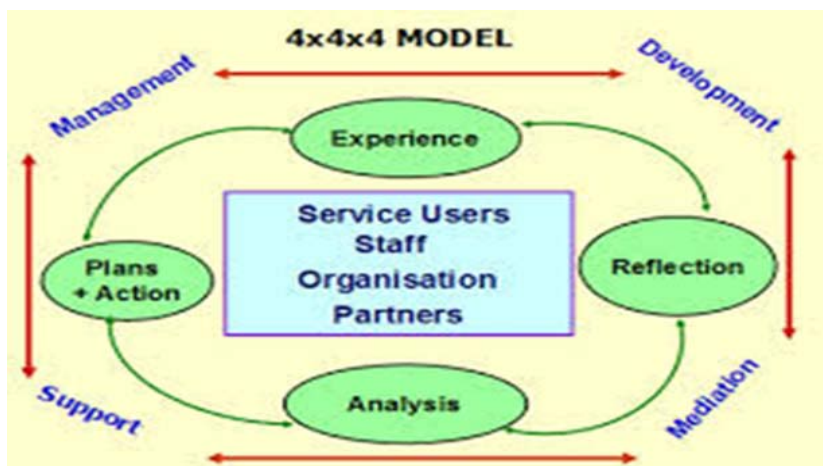
This workshop will prepare you to be a more effective leader in carrying out the responsibilities in your new position. This will be achieved by applying certain leadership principles that have proven effective to include but not limited to lifting your staff to greater performance; how to exercise emotional intelligence, how to praise and how to reprimand without confrontation.

Who Should Attend: Anyone interested in becoming a supervisor or who are already in a supervisory position but needs some skills to perform their job to a higher level of efficiency.

Learning Objectives

- Learn how to manage the change process
- Identify your own leadership style and your ability to adapt, based on the situation
- Learn and apply various leadership models
- Learn how to conduct a SWOT analysis of yourself
- Learn strategies to avoid suicidal leadership
- Learn if you are a victim of homicidal leadership or if you are the perpetrator
- Learn your greatest challenges and knowing the pitfalls and how to avoid them
- Learn what your supervisor and peers expect from you
- Adjust personal behavioral styles to build better working relationships
- Learn how to use supportive vs. corrective feedback effectively to improve coaching relationship
- Learn how to use motivation to handle workplace issues
- Learn the benefits of delegation
- Learn how to communicate with supervisors, peers, or employees with different style preferences

Cost: \$375



How to Become an Effective Consultant

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description

A consultant is one who generally assists a business or organization in identifying their problem areas and helps them find new ways and opportunities to perform at an optimal level of efficiency. There are several steps that are involved in becoming a viable and productive consultant. This course is designed to provide you with the ‘nuts and bolts’ in starting a successful consultancy business. Additionally, you will learn how to sell your business, contracting with customers, presentation skills, pricing, taxes, bookkeeping, etc.

Who Should Attend: Individuals interested in starting a consulting business

Learning Objectives

- To learn and demonstrate the steps involved in starting a consultant business
- To learn how to formulate a mission, vision statements and developing a brand for your service
- Learn the habits of highly effective consultants
- To learn how to serve your customers with excellence
- To understand how to price for your services
- To learn how to facilitate meetings/training
- To understand the procedures for advertising and promoting your service

Cost: \$375



Leading with Emotional Intelligence

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Emotional intelligence (EQ/EI) is concerned with understanding the personal, social, and survival dimensions of intelligence. It is also about how you manage our own emotions in relating to people, and adapting to and coping with one's immediate surroundings. Understanding EQ is a distinguishing characteristic between effective, focused and visionary leaders and leaders who are borderline and transactional. You will take away strategies from this workshop that will spur greater career success, stronger relationships, increased optimism and confidence, better problem solving skills, improved communication, and effective leadership skills.

Who Should Attend: Individuals interested in understanding the conceptual dimensions of emotional intelligence (intrapersonal, interpersonal, adaptability, stress management, and general mood).

Learning Objectives

- Determine your emotional intelligence profile
- Understand why emotional intelligence is important for effective leadership
- Understand and use emotional intelligence to gain an honest and more accurate awareness of yourself
- Improve your emotional intelligence skills in order to manage emotions in yourself and with others
- Understand how to adapt your own emotions and behaviors for successful team work
- Learn how to improve your decision-making skills, based on your self-awareness of emotional intelligence
- Learn how to create a work environment that fosters and maintains high levels of emotional intelligence

Cost: \$375



Creating Deep and Lasting Learning Using Brain-Based Teaching

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description

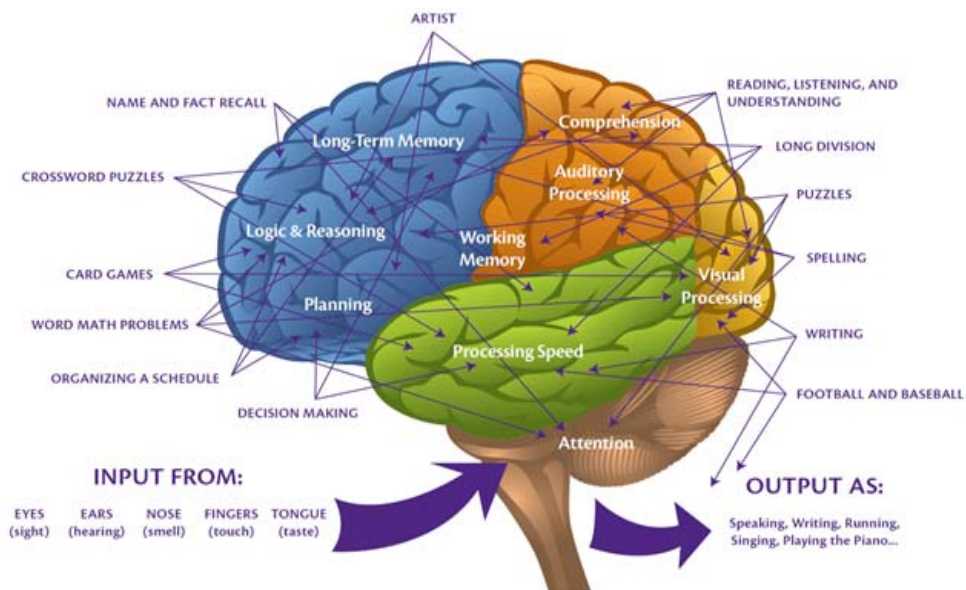
The purpose of the workshop is to provide educators with knowledge and strategies on how to use cognitive neuroscience learning theories to create deep and lasting learning. Additionally, the workshop is designed to enable participants to get a better understanding of the mental processes that take place in the brain during learning and how to design instruction to achieve greater academic performance.

Who Should Attend: Individuals interested in learning and applying the new science of teaching and learning.

Learning Objectives

- Understand and apply techniques regarding the new science of teaching and learning—the intersection of cognitive neuroscience, education, and psychology and their impact on teaching and learning
- Apply strategies that will get students to “deposit” more information into the brain’s long term memory and thus increase academic performance
- Apply strategies to create a deliberate and systematic integration of technology into the classroom that can transform brains, behavior of students in order to create deep and lasting learning
- Understand the role of sleep, food, exercise, hydration, and oxygen in brain-based teaching and learning — a recipe for deep and lasting learning
- Apply cognitive neuroscience learning theories in designing instruction to create deep and lasting learning.

Cost: \$375



Project Management

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

What is Project Management? Project Management is a set of principles, practices, and techniques applied to lead project teams and control project schedule, cost, and performance risks to result in delighted customers. This workshop focuses on the project management tools necessary to plan and manage projects successfully. Participants will learn how to plan, implement, and closeout projects through exercises and team activities.

Who Should Attend

All department and unit heads, managers, directors, associate directors, program assistants and all those who are responsible for the execution of projects.

Learning Objectives

- Improve your project success rate
- Reduce project costs
- Optimize organizational resources
- Make project management flexible
- Use delegation for effective employee development, time management and motivation
- Describe the tools and techniques used in planning and managing projects
- Outline the roles and responsibilities of the program/project manager
- Define & Utilization of project management
- Understand project management vs. traditional management
- Know the profile of a successful Project Manager
- Understand customer, stakeholder, user requirements
- Understand deliverables & work requirements
- Understand simple & complex project management

Cost: \$375

Supervision & Management

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description:

This course is designed to equip new and experienced supervisors with the knowledge of a wide range of management skills, which are essential to be an effective supervisor.

Who Should Attend: Newly appointed supervisors, experienced supervisors, administrative secretaries, executive assistants, etc.

Learning Objectives

- Identify Leadership styles and leadership adaptability styles
- Identify team building strategies that work for greater productivity
- Apply skills in planning and goal alignment with objectives
- Making the transition from a subordinate position to a leadership position
- Learn how to get things done through the principles of rational persuasion, consultation, coalition building and motivation, etc.
- Communication techniques to improve morale, quality and productivity
- Apply various problem solving models including distributive leadership

Cost: \$375

Grant Writing Made Simple

Length of Course: Four Weeks

Instructor: Henry J. Findlay

Course Description: This workshop is designed for prospective grant writers and those who want to enhance their grant writing skills. It will emphasize the “nuts and bolts” of writing winning proposals.

Who Should Attend: Individuals interested in learning how to write “fundable” proposals.

Learning Objectives

- Learn how to find foundation money
- Learn the steps involved in the preplanning stages of writing a good proposal
- Develop skills in writing succinctly so that reviewers can understand your writing
- Learn how to write a persuasive proposal that sells your ideas
- Develop skills in defining the problem
- Learn and use the questions that should be answered in writing an excellent significance to your proposed project
- Apply skills in writing clear, concise, understandable goals
- Develop skills in writing the evaluation plan that shows a direct relationship between the goals and objectives and the measures to achieve them
- Learn how to use transitional terms to move smoothly from one sentence to another
- Develop skills in preparing a good budget and budget narrative/justification

Cost: \$375

The Art and Science of Negotiation

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

The Art and Science of Negotiation workshop is designed to develop an understanding of the negotiation process and then practice those skills in negotiations. You will be provided with opportunities to negotiate with difficult individuals, counter positional tactics of skilled negotiators, and achieve win-win results in all negotiations.

Who Should Attend: All Categories of workers in business, industry, government, community-based organization, etc.

Learning Objectives

- Develop good negotiation skills
- Recognize the traits of a successful negotiator
- Avoid positional negotiating
- Implement win-win negotiation
- Use creative problem solving
- Recognize the importance of preparation
- Set goals and limits for the negotiation
- Analyze whether to reveal your limits
- Evaluate the negotiation environment
- Explore different options for win-win solutions
- Recapture control when losing concessions
- Employ strategies to level the playing field
- Distinguish positional bargaining tactics
- Handle pressure tactics

Cost: \$375

Executive Leadership

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description:

This course is designed to enhance the leadership capability of those in executive leadership positions and those aspiring to be leaders. The workshop provides an opportunity for individuals to re-examine and question their own leadership styles, policy making decision, strategic planning, visioning, managing the future, and values in the environment that are germane to successful leadership. Also, the moral and ethical dilemmas that confront leaders from time to time will be discussed.

Who Should Attend: Senior, mid-level managers, and prospective leaders

Learning Objectives

- Determine the core values that share leaders
- Understand the concept of performance above the leadership efficiency line
- Understand the concept of leadership by contradiction and determine if you practice it
- Understand and apply strength-based leadership for advancing an organization
- Understand and apply the CIIPT Model of Leadership
- Build a leadership style that creates trust, sets a clear vision and guides your entire team toward greater performance and profit
- Gain insights into the key skills and techniques you need to create a winning strategy
- Create passion in your department, your team and your organization-and establish a solid and ethical reputation
- Learn what real “coaching” consists of and how to build an extraordinary team that works together to deliver results
- Build multi-generational teams
- Apply knowledge and skills in a technology-rich environment to augment leadership, management, and supervision
- Create a culture of integrity and ethical leadership
- Apply the ethical leadership model to yourself

Cost: \$375

Managing Stress with a Twist

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Workers who feel good about themselves are more productive. However, sometimes the hustle and bustle of today's hectic life and work environment is sure to produce stress in your life, which in the long run, can severely affect your health, happiness, and productivity. If you suffer from stress, or if you believe that the pace of your life is prone to stress and you are unhappy, then you should register for this course and learn how to regain, recharge, and restore your happiness. The course is designed to identify stressors in the workplace that make you unhappy, and to understand how these stressors affect the working environment. Coping strategies will be emphasized during the course that will enable you to regain your happiness and live a more productive home and work life.

Who Should Attend: Individuals with an interest in learning how to cope with the stressors of life, family and work.

Learning Objectives

- Learn how to be happy again through the de-freezing of inner thoughts
- Minimize the stress associated with your job and life
- Rethink the paradigms that shape your responses and make you happier
- Replenish your physical resources through basic self-care so you can feel better about yourself
- Restore inner calm through relaxation techniques to increase your happiness
- Tap into new sources of emotional well-being to facilitate your happiness
- Achieve personal balance in a world defined by change in the home and the workplace

Cost: \$275



Talent Management: A Conduit for Accountability and Productivity

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: Henry J. Findlay

Course Description

Talent management is the process of recruiting, interviewing, hiring and integrating new employees into the institutional or organizational culture . It is also is about workforce planning and development, talent mapping/talent pooling performance planning and succession planning. . Therefore, it is important that administrators exercise vision and critical analysis in the hiring process, demonstrate commitment to a value system of respect, integrity, responsibility; hire people for such traits as hard-working, good team player, honesty, etc., hire for tomorrow's job, use targeted team interviews, and hire people who are different from the administrator.

Learning Objectives

- Apply skills in learning how to do the right things to accomplish goals
- Learn skills on how to conduct talent management
- Apply skills in how to hire the right people
- Learn strategies on get employees to work in the right way
- Develop knowledge about how to provide the right learning and support environment
- Learn how to focus on achievement and implementation
- Learn how to coordinate our efforts across functions
- Learn how to align goals with the strategies to ensure accountability
- Learn how to maintain talent pipelines
- Learn to build talent pools
- Apply skills to fill positions strategically
- Apply strategies in creating alignment
- Learn how to ensure sustainability
- Learn how to increase productivity through accountability
- Learn how to improve efficiency

Cost: \$295

Strategic Planning for Organizational Accountability

Length of Course: 4 Hrs. Per Week for 3 Weeks

Instructor: TBA

Course Description

Strategic planning involves strategic thinking and strategic thinking involves management of the future. The extent to which decision makers and practitioners prepare for the future becomes a test of their ability plan and manage the future. This become more critical because decision-makers knowledge of the present environment is imperfect and their prediction of the future is cloudy, therefore, they must become more synergistic and dynamic in planning for organizational effectiveness. This course is designed to combine proven-by-practice methods with new insights and ideas from a wide range of current strategic thinking. Participants will take away a wider perspective of management practices through exercises and case applications that will allow them to plan with more focused vision.

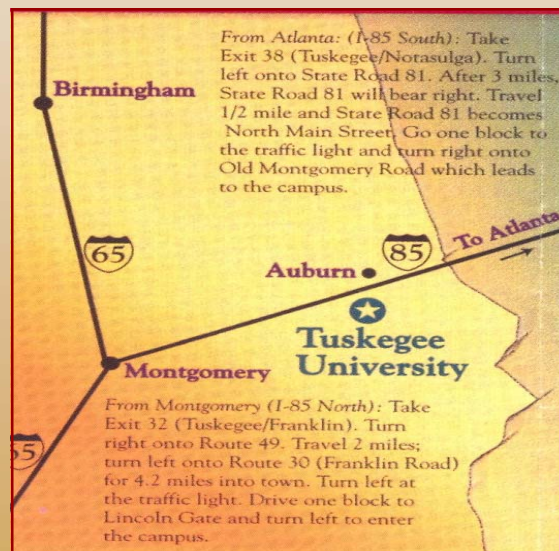
Learning Objectives

- Apply the six principles of strategic planning: (1) Mission Statement Review, (2) Strategic Analysis, (3) developing the Strategic Statements for ranked areas; (4) Develop the Goals and Objectives, (5) Design the Implementation Plan, and (6) Implement the Operational Plan:
- Identify strategic planning issues in order to develop a unique competitive advantage
- Learn key analytical and conceptual approaches to expand your understanding of the marketplace
- Align your organization with your strategic planning goals by integrating a set of articulated strategies, objectives, metrics, toward performance
- Identify evolving strategic patterns and generate ideas on how they can be applied to your organization
- Incorporate customer needs into your strategic planning
- Use case studies to examine the strategic planning process
- Recognize how the actions of customers, competitors, and your own company determine the outcomes in your markets
- Determine the best approach to effectively implement your strategic planning
- Understand how to become a high-performing organization
- Financial elements of developing strategy
- Defining your competitive advantage
- Understand the principles of knowledge management

Cost: \$275



Tuskegee University
Continuing Education Program
Kellogg Hotel and Conference Center
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