

Principles of Leadership

August 17-Sept 4, Tuesdays & Thursdays 12:00 – 1:30pm

Cost: \$250/ discounted to \$100 for Class of 2020/ 20% off for 5 or more modules)

Lead Instructors: Prof. Michael Harvey, Dept. of Business Management; Dr. John Seidel, Director CES

At any point in a career, even when you are just starting in the workforce, an understanding of “leadership” is important to your success. This module introduces the basic elements of leadership—what it is, why it matters, and who can lead. The focus is on organizational leadership—leadership in companies, non-profits, and other established groups. The module introduces essential leadership skills and competencies, like SWOT analysis and emotional intelligence. More deeply, the model will engage you in the central challenge of being a leader: how to build effective and sustainable collaboration based on common purpose, shared values, and enduring yet adaptive identity.

Finance

September 7-25, meeting times Mondays & Thursdays 1:30 pm – 3:00pm

Cost: \$250 (discounted to \$100 for Class of 2020; for all others, 20% for 5 or more modules)

Lead Instructors: Prof. Lansing Williams; Dr. John Seidel, Director CES; Susie Chase, VP for College Advancement

No matter what your role in an organization, financial savvy and accountability are important assets. The more you know about this, the more effective you will be. But what are the basic principles, as applied to the work world? How do you construct and manage a budget, and how do you read a balance sheet to understand the financial health of a project or organization? This module will explore these topics and review where funding comes from and how you can support your own work, your organization, or analyze the work of others.

Grants, Contracts, Project Management

October 5-23, meeting times Mondays & Wednesdays 12:00 -1:30pm

Cost: \$250 (discounted to \$100 for Class of 2020; for all others, 20% for 5 or more modules)

Lead Instructors: Susie Chase, VP for College Advancement; Prof. J. Seidel, Director CES; M. Hardesty, Assoc. Director CES; V. Stewart, Assoc. Director, College Advancement; E. McMaster, Director, GIS Program

All organizations depend on some sort of funding stream to accomplish their goals. The more knowledge you have about where these funds come from and how to successfully win and manage them, the more valuable you will be to your organization. This module looks at three major sources of funding: gifts, grants, and contracts. We will show you how to discover them and how to understand a project scope or RFP, review how to write a successful proposal, and dive into the basics of successful project management and reporting.

Communicating an Environmental Message

Schedule: November 2-20, Tuesdays & Thursdays 5:00pm – 6:30pm

Cost: \$250

Lead Instructors: Kate Livie, MA, Prof. J Seidel, Shane Brill, Brian Palmer

How do you tell the story of the environment in an engaging, effective, and impactful way? And how can you use that story to effect environmental change? In this module, we'll explore the tools, techniques, and best practices for getting your environmental message across on a variety of platforms, and how to tailor that message to your audience, organization or business. From thought-provoking environmental op-eds to creating dynamic social media that makes a new policy interesting and accessible, we'll show you how to get your message across powerfully, memorably, and transformatively.

Life in the Work World: Corporations, Non-Profits, and Government

November 30 – December 18, meetings 12:00-1:30 pm

Cost: \$250 (discounted to \$100 for Class of 2020; for all others, 20% for 5 or more modules)

Lead Instructors: Prof. John L. Seidel, Director CES; M. Hardesty, Assoc. Director CES; Susie Chase, VP for College Advancement; D. Levin, C. Fithian and B. Ford, CES

Every organization has its own culture, and your success will depend on your ability to understand that culture. In this module we will discuss organizational culture, how various kinds of organizations are structured and operate. We also will review how their norms, languages and expectations may differ. A central question is what it takes to thrive in an organization, and how your work habits and personal approach can make a difference.