

# Fundamentals of Leadership

Algonquin College Certificate Program

# Essential Learning for Effective Leaders

In today's workplace, effective leadership drives success.

But leaders are under tremendous pressures from above and below. Daily, they are responsible for inspiring teams, nurturing innovation, and building trust in climates of uncertainty and constant change. Today, leaders not only manage tasks, but are expected to be agile, resilient, and empathetic. This mix of skills and attitudes is why our Fundamentals of Leadership Certificate program exists.

## The Fundamentals of Leadership Certificate Program is designed to:

- Empower aspiring and current leaders, as well as team builders to become confident, adaptable, and impactful in any workplace setting.
- Offer a well-rounded, foundational understanding of core and universal leadership principles.
- Address individual's self-awareness, communication, and strategic thinking.
- Prepare emerging leaders for their next role and equip growing leaders to make meaningful contributions to their organizations immediately.

## FLP1: Effective Interpersonal and Organizational Communication (4 Days)

Master the art of communication and bring self-awareness to the way you lead.

- ✓ **Communication Mastery for Modern Leaders**  
Learn to communicate effectively across virtual, hybrid, and in-person environments to align teams and achieve goals.
- ✓ **Personalized Insights with DYNAMIX®**  
Discover your communication style with a personalized DYNAMIX® profile and learn to adapt for diverse team dynamics.
- ✓ **Leading Through Feedback and Active Listening**  
Master empathic listening and feedback to build positive relationships and enhance team collaboration.
- ✓ **Building Team Effectiveness Through Communication**  
Develop skills to overcome communication barriers, address biases, and create inclusive teams.





## FLP2: Leadership Skills (3 Days)

Navigate challenges by building your skill set in problem-solving and emotional intelligence.

### ✓ Mastering Problem Solving

Learn structured problem-solving approaches like the OODA method, overcome blocks and foster creativity and growth.

### ✓ Changing Perspectives

Utilize tools like SWOT, brainstorming and Mind Mapping to drive innovative, inclusive decision-making.

### ✓ Appreciative Inquiry for Leaders

Apply the 5 Ds of Appreciative Inquiry (Define, Discover, Dream, Design, Deliver) to create a culture of engagement and continuous improvement.

### ✓ Emotional Intelligence in Leadership

Build empathy and navigate difficult conversations while enhancing leadership presence.

### ✓ Leadership Impacts

Lead with integrity and inclusivity and learn how to implement ethical practices that strengthen team trust and cohesion.

## FLP3: Building a Performance Culture (3 Days)

Empower your team in an environment that promotes collaboration, belonging and honest feedback.

### ✓ Leadership Toolbox

Utilize strategies to manage power dynamics, define your leadership legacy, and address challenges.

### ✓ Employee Engagement

Boost team motivation and alignment with proven engagement strategies.

### ✓ High-Performing Teams

Adapt your leadership style to team needs using situational leadership techniques.

### ✓ Coaching Teams

Develop a coaching mindset to empower team members and drive performance.

### ✓ Talent Development

Create strong teams through effective onboarding, talent management, and succession planning.



## IMPACT TOPICS

### FLP1

- Leader self-awareness
- Countering bias
- Non-verbal communication impacts
- Microaggressions
- Levels of listening
- Stakeholder engagement
- Personal accountability
- Leadership stress and resilience

### FLP2

- Alternative problem-solving strategies
- Growth mindsets
- Blocks to creativity
- Mind Mapping
- Powerful questions
- Difficult and challenging conversations
- Ethical leadership

### FLP3

- Leadership blind spots
- Concepts of power
- Decision-making continuum
- Motivational techniques
- Growing people through delegation
- Recognition and rewards
- Situational leadership
- Employee lifecycles
- Job purposing

## PROGRAM OVERVIEW

Fundamentals of Leadership program is your pathway to becoming a dynamic, adaptable leader equipped to handle the demands of today's workplace. Through this 10-day program, you'll gain practical, hands-on experience that is relevant across industries and essential for anyone looking to advance their career in leadership. Complete the series of three courses to earn an Algonquin College certificate.

- FLP1: Effective Interpersonal and Organizational Communication (4 days)
- FLP2: Leadership Skills (3 days)
- FLP3: Building a Performance Culture (3 days)

## WHO SHOULD ATTEND?

### Current Leaders

Enhance your ability to lead in virtual, hybrid, and in-person settings by sharpening your communication strategies and tactics to connect with your teams more positively.

### Aspiring Leaders

Gain the communication skills needed to confidently step into leadership roles, especially in today's diverse workplace environments.

### Team Builders

Learn how to inspire, motivate, and unite your team, regardless of where they are or how they work.

## PRE-COURSE PREPARATION

This program includes pre-course reading and assignments designed to prepare you for a deeply immersive and impactful learning experience. Prior to each course, learners will complete assessments and activities.

## ASSESSMENT

As this is a college-accredited certificate program, grades are given to each student for each course within the program. The grades are made up of in-class quizzes, in-class assignments, and homework. To qualify for a certificate, learners must be in attendance for at least 80% of the in-class sessions.

## ACCESSIBILITY

For learners requiring special accommodations, we require a form and supporting documentation submitted a minimum of three business days before your first day of class.

Please contact [trainingacct@algonquincollege.com](mailto:trainingacct@algonquincollege.com) for more information.

