

Next Level Leadership Institute

Overview of Courses, Programs, Certificates



Corporate & Continuing Education Center

Expect Excellence

Leadership Development Career Path →

Professional excellence training for anyone who wants to increase workplace effectiveness	Supervision essentials training for team leads and new or experienced supervisors	Management essentials for new or experienced managers, especially first level managers	Leadership development for managers, leaders and those with leadership potential	Broad certificate training in performance excellence tied to ASQ's industry credential in management	Business acceleration coaching and training for experienced CEOs of companies with fewer than 100 employees
Personal and Professional Excellence Series	Supervisor-Team Lead Training	Manager Training Program	Next Level Leadership	High Performance Management Certificate	Small Business Accelerator— <i>Signature Program</i>
24 hours	15 hour course	40 hour program	24 hour course	124 hour certificate	50 hour program
<p>Topics:</p> <ul style="list-style-type: none"> ■ Managing Time ■ Goal setting and Prioritization ■ Active Listening ■ Presenting ■ Team Skills ■ Problem-solving ■ Dealing with difficult people ■ Professional development/career planning 	<p>Topics:</p> <ul style="list-style-type: none"> ■ Leadership essentials ■ Qualities of successful supervisors ■ Common mistakes ■ Directing and Delegating work ■ Performance feedback ■ (HR Law Essentials) ■ Effective teams ■ Goal-setting ■ Challenging behaviors ■ Communication 	<p>Topics:</p> <ul style="list-style-type: none"> ■ Employee recruitment and retention ■ Hiring, firing, and managing personnel issues ■ Planning ■ Communications ■ Performance Excellence tools and frameworks ■ Management duties 	<p>Topics:</p> <ul style="list-style-type: none"> ■ Establish credibility as a leader ■ Create a compelling vision ■ Develop 'buy-in' to tackle difficult challenges ■ Empower others to achieve and sustain excellence ■ Develop clear performance standards ■ Communicate to influence and inspire ■ Master effective planning strategies 	<p>Courses:</p> <ul style="list-style-type: none"> ■ High Performance Management Essentials <i>course</i> ■ Next Level Leadership <i>course</i> ■ Financial Intelligence for Non-Financial Managers <i>course</i> ■ Introduction to Performance Excellence <i>course</i> ■ High Performance Management Certificate Capstone <i>course</i> ■ Electives courses (40 hours) 	<p>Topics:</p> <ul style="list-style-type: none"> ■ Business Acceleration ■ Strategic Planning and Assessment ■ Marketing & Communications ■ Sales and Customer Service ■ Finance, Accounting, and Reporting ■ Ownership/Leadership ■ Management Team, People, and Culture ■ Lean Operations ■ Profit Strategies