Next Level Leadership Institute

Everett Community College's Next Level Leadership Institute equips current and future leaders with knowledge and skills to lead others to the next level of performance, productivity, and profits. Our leadership courses are taught by leading professionals that translate their real world expertise into meaningful class activities. Classes can be customized and delivered at your location or ours.

**Features**

- Curriculum designed by a team of leadership development, business experts, and industry advisors
- Instructional team comprised of top trainers from the Puget Sound Region
- Regularly scheduled open-enrollment courses
- Customized training delivered on-site for employers
- Annual training program and succession planning support
- One-on-one executive coaching
- Stackable courses that lead to a professional certificate
- Continuing Education Units

**Values**

The Institute develops leaders that are...

- Principled
- Accountable
- Proactive
- Introspective
- Team-builders
- Creative, problem-solvers
- Committed to employee and company success
- Leaders by example
- Collaborative
- Empowering communicators

**Solutions**

Participants may start in any program. Training is stackable and leads towards a professional certificate.

- Second Level Manager
- First Level Manager
- Team Lead
- Supervisor Team-Lead Training (15 hours)
- Manager Training Program (40 hours)
- High Performance Management Certificate (124 hours)
- Next Level Leadership (24 hours)
- Personal and Professional Excellence Series (24 hours)
- Management and Leadership Electives
## Leadership Development Career Path

<table>
<thead>
<tr>
<th>Personal and Professional Excellence Series</th>
<th>Supervisor-Team Lead Training</th>
<th>Manager Training Program</th>
<th>Next Level Leadership</th>
<th>High Performance Management Certificate</th>
<th>Small Business Accelerator—Signature Program</th>
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</thead>
<tbody>
<tr>
<td>Professional excellence training for anyone who wants to increase workplace effectiveness</td>
<td>Supervision essentials training for team leads and new or experienced supervisors</td>
<td>Management essentials for new or experienced managers, especially first level managers</td>
<td>Leadership development for managers, leaders and those with leadership potential</td>
<td>Broad certificate training in performance excellence tied to ASQ's industry credential in management</td>
<td>Business acceleration coaching and training for experienced CEOs of companies with fewer than 100 employees</td>
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<tr>
<td>24 hours</td>
<td>15 hour course</td>
<td>40 hour program</td>
<td>24 hour course</td>
<td>124 hour certificate</td>
<td>50 hour program</td>
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### Topics:
- **Managing Time**
  - Leadership essentials
- **Goal setting and Prioritization**
  - Qualities of successful supervisors
- **Active Listening**
  - Common mistakes
- **Presenting**
  - Directing and Delegating work
- **Team Skills**
  - Performance feedback
- **Problem-solving**
  - (HR Law Essentials)
- **Dealing with difficult people**
  - Effective teams
- **Professional development/career planning**
  - Goal-setting
  - Challenging behaviors
  - Communication
- **Employee recruitment and retention**
  - Hiring, firing, and managing personnel issues
- **Planning**
  - Communications
- **Performance Excellence tools and frameworks**
- **Management duties**
- **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**
- **High Performance Management Essentials course**
- **Next Level Leadership course**
- **Financial Intelligence for Non-Financial Managers course**
- **Introduction to Performance Excellence course**
- **High Performance Management Certificate Capstone course**
- **Electives courses (40 hours)**
- **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**