

# Step Into Leadership



COLLEGE of  
CHARLESTON

CENTER FOR CONTINUING AND  
PROFESSIONAL EDUCATION

Leadership is the key to enduring success for any individual. This non-credit leadership program brought to you by the College of Charleston's Center for Continuing and Professional Education, will empower our community's leaders to accomplish goals that matter, inspire others to join them in working towards these goals, and leave a lasting legacy.

Participants will enhance their leadership potential and become catalysts for change in their communities, state, country and beyond. This program is designed for any professional from corporate, small business, nonprofit, government and education sectors.

*"This has been a great program. As an executive officer, I face many challenges in leadership. This program has opened my eyes to processes and steps that I need to evaluate more in depth."*

*--Recent Testimonial*

## Series Instructors



**Deb Davidson** is the Vice President of Human Resources at SCRA. Deb serves on the Performance and Compensation Committee of the Board of Trustees, the Ethics and Compliance Committee, and the Retirement Plan Investment Committee.

Prior to joining SCRA, Deb worked with a local software development company, and her work experience includes management positions in the automotive industry.

Deb graduated Cum Laude with a B.A. in Communication from Michigan State University. She is certified as a Senior Professional in Human Resources (SPHR) recently attained SHRM's Senior Certified Professional. Deb is a certified professional coach and is qualified to conduct 360-Degree feedback assessments for managers and executives.



**Pam Mayer, Ph.D.** is a consulting psychologist who designs and delivers leadership development programs for managers and

executive teams.

She is adjunct psychology faculty at the College of Charleston where she teaches organizational leadership. Previously Mayer was Branch Director and VP at the Center for Creative Leadership, an international research and training organization in the applied behavioral sciences. In this role she coordinated a network of international licensees and also managed training and executive coaching for the Center's largest US training site.

She has extensive experience in instrumentation, and co-authored the Entrepreneurial Mindset Profile, a measure of personality and skills associated with entrepreneurial leadership.



**Dr. Laura Mixon Camacho** heads the communication training firm, Mixonian Institute, where she works to raise levels of executive

performance and engagement.

She holds a B.A. in Spanish and Economics from Sweet Briar College; an M.B.A. in Business, International Corporations from the University of Dallas; and a Ph.D in Communication from Regent University.

Camacho began her corporate training while living in Caracas, Venezuela, and later taught at both East Carolina University and the College of Charleston. Moultrie News recently highlighted Caracas' accomplishments, naming her a "leading woman in business."

## Who Should Attend?

Anyone who . . .

- is about to assume a management role or is new to managing people and helping them grow
- seeks a critical skill for leaders - the ability to take the perspective of others, both people with whom they work, and people whom they manage
- wishes to explore and practice methods for working through conflicts that commonly occur due to generational differences
- has difficulty giving feedback and coaching
- would benefit from a Leadership Action Plan

*Step Into Leadership is the first of a two-part series. Next-Level Leadership is offered in the fall.*

# Step Into Leadership Courses

College of Charleston North Campus (\$675)

## 1. First Steps in Management

March 11, 2016 / Noon - 2:00 p.m.

*Deb Davidson*

First Steps in Management helps you begin putting together your game plan for your first or new management position. You'll learn what to do before you take it on and in the first 30 days. This workshop will cover how to prepare for management and what steps to take in the first weeks of a new position to get off to a great start. Upon completion, you will:

- have a list of resource books to read to prepare that will make you more comfortable in your changing role,
- develop an outline of the speech you will use to introduce yourself, and
- have tips to get your boss to position you well.

In this interactive session, we will discuss common concerns and issues that new managers confront.

## 2. Difficult Conversations and Transitioning to a Higher Level of Management with Ease

March 25, 2016 / Noon - 2:00 p.m.

*Deb Davidson*

Do you remember when you first went into management? Peers - some of them friends - became subordinates, and relationships changed. Learning to have difficult conversations with people can be very tricky. It is easy to give positive feedback, but helping people develop involves helping them improve. How do you effectively give advice on this? This session is designed to give you practical tools and real-time practice to become more successful in this area. Upon completion of this session, you will be better prepared to:

- handle difficult interpersonal situations at work,
- know how to prepare and what to say when dealing with your direct reports, peers, and superiors, and
- develop a game plan when taking on new management tasks.

In this interactive session, you will work on real issues, discuss problems and get help from peers. This session will hone a critical leadership skillset.

## 3. Job Challenges for First-Level Managers

April 8, 2016 / Noon - 2:00 p.m.

*Pam Mayer*

Because most people learn a great deal from actual work experiences, this session begins with the completion of a pre-session self-assessment that will gauge work-place challenges and highlight prime learning opportunities. There are five clusters of job components that represent major aspects of managerial work. You will receive individual data in each of these areas as follows:

- Experiencing a job transition to management
- Creating positive change
- Being equipped with methods to prioritize to get the important actions completed
- Managing high levels of responsibility
- Managing boundaries
- Dealing with individual differences

A lively format is used that blends small group activities with personalized learning, peer feedback, and interactive large group experience. You will leave with a personalized "Leadership Action Plan," which will be further developed and supported in the session that follows this one.

## 4. Using Perspective Taking to Enhance Communication and Influence Skills

April 22, 2016 / Noon - 2:00 p.m.

*Pam Mayer*

This session will focus on a critical skill for leaders - the ability to take the perspective of others, both people with whom they work, and people whom they manage. It is based on highly relevant and research-based content to expand listening skills, understand others' viewpoints, and effectively manage conflict. You will learn perspective-taking practices which support your abilities to do the following:

- Accomplish high quality work based on communicating effectively and reducing conflicts
- Apply techniques to influence others and immediately impact workplace challenges
- Stretch outside of established comfort zones to work with others, solve problems, and drive results

We will use experiential exercises to bring concepts alive and deepen learning. The combination of this session and the previous one will augment your management abilities to build relationships that meet management challenges.

## 5. Conversation Imagination

May 6, 2016 / Noon - 2:00 p.m.

*Laura Comacho*

Leveraging Dr. Camacho's international experience and research, this groundbreaking workshop on conversation imagination focuses on the use of conversation as a powerful tool for not only personal growth but organizational change. Learn how conversation imagination (and intelligence) can break path dependence thus encouraging innovative discourse that brings fresh solutions. How can you win a car race when your car doesn't go faster than the rest? If you have the right conversation, you can. Audi did from 2006-2009. In this session, the following topics will be discussed:

- Decoding the communicator brain in a changing world
- Cultivating victimhood or victory
- How beliefs determine what is possible
- Breaking out of Path Dependency.

Your questions matter more than your answers, if you ask the right ones.

## 6. Winning Presentations

May 20, 2016 / Noon - 2:00 p.m.

*Laura Comacho*

Become even more valuable to your organization by changing the way you come across -- polishing your presence, your focus and your message. The Mixonian Method of presenting gives you tools to get better results immediately and to increase impact on your team and company. Learn what really counts in communicating. Organize your thoughts and created a focused, audience-based message. Transcend the "curse of knowledge" in a technical context. Deliver what audiences really want from you on your topic. Make your delivery dynamic (you get to practice!). Whether in a conference room, or a large auditorium, presenting is the single most powerful channel of communication. Today it's more challenging than ever before to connect and get your point across to a diverse and distracted audience.