



## Management Learning Pathway FY24

Effective management rests on three competencies: managing yourself, managing others, and navigating the system. The Management Learning Pathway offers classes in each competency to help supervisors and managers increase their effectiveness at MC.

### Learning Pathway classes required to earn a certificate:

#### Managing Yourself

- **Getting Things Done**
- Intercultural Conflict Survey

#### Navigating the System

- Coaching Through Change <sup>2</sup>
- **Open Door—Coaching and Leadership<sup>2</sup>**
- **Planning and Facilitating Meetings**

#### Managing Others

- **Crucial Conversations for Accountability**
- **Crucial Conversations for Mastering Dialogue <sup>1, 2, 3</sup>**
- **Growing Feedback to Feedforward <sup>1</sup>**
- Leading Ethically and with Integrity
- Managing the Work of Your Direct Reports

<sup>1</sup>Also in Communication & Conflict LP

<sup>2</sup>Also in Change Management LP

<sup>3</sup>Also in Communicating Professionally in the Workplace LP

The pathway classes are available to all employees through MC Learns as individual classes as well. If you are interested in achieving the certificate, the table below will help you plan your schedule. Not all classes are offered yearly; it is at least a two-year plan.

### Classes Scheduled for FY24:

Class name	Class Length and Format	Class Date(s) and Times
Open Door—Coaching and Leadership	One 90-minute class, online	1. September 18, 1-2:30 p.m. 2. November 6, 1-2:30 p.m. 3. December 4, 1-2:30 pm
Getting Things Done	Three 3-hour classes, online	1. September 26-28: 1:30-4:45 p.m. 2. February 12-14: 8:45 a.m.-noon
Crucial Conversations for Mastering Dialogue	Five 3-hour classes Online: Fall and Spring In-person: Winter	1. Fall: October 31, November 1, 7, 8, 14: 8:45 a.m.-noon 2. Winter: January 10-11: 8:45 a.m.-4:30 p.m. 3. Spring: February 19-23: 1:30-4:45 p.m.
Growing Feedback to Feedforward	One 3-hour class, online	December 6: 8:45 a.m.-noon
Planning and Facilitating Meetings	One 3-hour class, online	January 30: 8:45 a.m.-noon
Crucial Conversations for Accountability	Three 3-hour classes, online	May 28-30, 1:30-4:45 p.m.
<b>Classes not listed will be offered in FY25</b>		

\*A learning pathway is a series of identified classes that provides you with an in-depth exploration of a skill area. When completed, a certificate of learning is awarded to acknowledge your commitment to pursue the study and practice of a specialized area of professional development. Participation is paced to provide time to reflect upon your learning and integrate concepts and skills into your life and work.

## Management Learning Pathway Class Overview:

Classes	Brief Class Description*
<b>Coaching through Change</b> <i>Facilitator: Richard Forrest</i>	'Work Coaching' is a learned approach to supporting ourselves and others in dealing with complex changes at work and in the organization. Engage in coaching sessions where you practice asking intentional questions and listening to key workplace themes, and gain insights on how to recognize and support change.
<b>Crucial Conversations for Accountability</b> <i>Facilitator: Cynthia Mauris</i>	Accountability occurs when there is a gap between expectations and performance. Explore a matrix that helps you help others close the gap.
<b>Crucial Conversations for Mastering Dialogue</b> <i>Facilitators: Richard Forrest, Cynthia Mauris, Paul Miller</i>	Develop skills in how to plan and have an effective and successful crucial conversation where the stakes are high, emotions are strong, and opinions are opposing.
<b>Getting Things Done</b> <i>Facilitator: Cynthia Mauris</i>	You cannot change the amount of stuff coming into your life, but you can change how you engage with that stuff. Gain greater control over your work, find more focus on each task and feel less stress with GTD habits.
<b>Growing Feedback to Feedforward</b> <i>Facilitator: Heather Fogg</i>	Although most people may personally value the perspective and information that performance feedback provides, fear and defensiveness can be tricky hurdles to overcome in the process for both givers and receivers of feedback. Everyone benefits when we adjust our feedback to become more feedforward.
<b>Leading Ethically and with Integrity</b> <i>Facilitator: Maria Adams</i>	Develop skills to make a positive impact on the College's ethical culture. Discuss what it means to lead as an ethical role model. Experience interactive activities involving scenario-based dilemmas designed to foster supervisory decision-making with integrity.
<b>Managing the Work of Your Direct Reports</b> <i>Facilitator: Christine Crefton</i>	Create an environment that helps employees succeed. Communicate expectations, assist employees to identify goals, and help them develop their skills. When your employees are successful, you are more valuable to your supervisor as you reach your goals.
<b>Planning and Facilitating Meetings</b> <i>Facilitator: Cynthia Mauris</i>	Determine when meetings, face-to-face or online, are necessary and how to plan appropriately for them to be successful and effective. Draft an agenda that will guide you to successful outcomes.

\* Complete class descriptions and outcomes are in MC Learns.



When you complete a learning pathway, register in Workday for the Learning Pathway Certificate of Learning to obtain a form that you submit. When approved, you will receive your Certificate of Learning. Make a commitment to your professional development.

