PROGRAM OVERVIEW

Developed and administered in association with Ontario’s community colleges, leading business and industry professionals, this new college certificate will enhance leadership skills and develop new skills to help you meet career and organizational objectives.

The program will provide you with a solid foundation if you are looking to enter leadership positions or are currently in a front line or middle management position.

The program builds on your existing skills and experience and provides opportunity to apply those skills to workplace situations.

All courses are offered online via the internet. Online courses begin every January, May and September.

Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C or mature student status.

CAREER PATHS

The Leadership Development Series Certificate is intended for persons who have employment experience and are planning towards or currently working in a leadership role.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: http://www.jobbank.gc.ca.

PROGRAM OF STUDY

SEMESTER 1
OEL1052-2 Employment Law (LDS)
OEL1076-2 Creative & Critical Thinking (LDS)
OEL1079-2 Project Management (LDS)
OEL1080-2 Performance Management (LDS)
OEL1101-2 Communication (LDS)
OEL1109-2 Managing Change (LDS)
OEL1110-2 Human Relations (LDS)
OEL1111-2 Leading Responsibly (LDS)
Course Descriptions

Semester 1

Employment Law (LDS) (OEL1052) (2 credits)
Today’s workplace is highly regulated from the commencement of the employment relationship through to its termination. An examination of both statutory law and common law will be undertaken in both federal and provincial jurisdictions. Students will review employment standards, health and safety, labour relations, pay equity and human rights legislation as it applies to management and unionized employees and leaders.

Creative & Critical Thinking (LDS) (OEL1076) (2 credits)
Thinking is any mental activity that helps formulate or solve a problem, make a decision, or fulfill a desire to understand. Today more than ever, leaders need to be creative and critical thinkers in order to deal with all aspects of organizational, strategic and societal situations or environments. You will learn how to think creatively and critically and apply those skills to both professional and personal situations. For leaders, fine-tuning your creative and critical thinking skills will assist you in strategic planning, decision-making and problem solving.

Project Management (LDS) (OEL1079) (2 credits)
Leadership today involves all aspects of an organization and multiple skills, duties and responsibilities. This course is designed to meet the needs of leaders in any organization who may be new to project management or who have not had formal project management training. This course provides the practical knowledge to start and complete a project successfully from a leadership perspective. You will learn how the elements of the Project Management Body of Knowledge are applied during each phase of a project’s life cycle and the implications of project management on leadership within an organization. This will help establish priorities and effectively manage your projects and project teams.

Performance Management (LDS) (OEL1080) (2 credits)
This subject will focus on performance analysis, counseling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management.

Communication (LDS) (OEL1101) (2 credits)
Communication skills are essential to all aspects of life but specifically this course will address business communications. With the various technology tools available and communication mechanisms today it is important to know what is available and what mechanism should be used to communicate which message. Managing the various communication channels today requires time management and effective informal and formal communication skills. This course will cover the communication styles, mechanisms and presentation skills facilitating meetings, social marketing and ways to improve all communications.

Managing Change (LDS) (OEL1109) (2 credits)
Today’s leaders are often called upon to implement and support the change process. They need to be able to identify and respond to internal and external factors that will determine when and what type of change initiatives are required. Environmental scanning, identifying trends, implementing and measuring successful change are all essential to developing and managing change to the benefit of the organization. Organizational readiness and risk assessment will also be covered in the context of best practices.

Human Relations (LDS) (OEL1110) (2 credits)
This course will provide leaders with the appropriate skills and knowledge to be able to effectively recruit personnel, train them, and manage their performance in a professional manner. Leaders will use their knowledge of the concepts of statutory and common law to conduct interviews, handle performance
problems, counsel and discipline as required, plan and direct training needs assessments, methods and program delivery.

**Leading Responsibly (LDS) (OEL1111) (2 credits)**
Sustainability in business is often related to profitability. Organizations now need to incorporate practices that include a more holistic approach to the responsibility corporations have to their communities and the environment. Leaders need to assess the impact of the business in an ethical and globally sustainable way using measures such as Corporate Social Responsibility and triple-bottom line accounting.

**Leading Teams (LDS) (OEL1112) (2 credits)**
This course will examine the leaders role in the development and success of teams in the workplace. Leaders will learn the differences between a group and a team, analyze various types of teams including Self Directed Work Teams, and explain how coaching and mentoring skills assist team effectiveness.

**Finance (LDS) (OEL856) (2 credits)**
Leaders in any organization need to understand the cost of doing business. Financial documents are used to explain how money is used in a business and can be interpreted to predict an organization’s success. The ethical and effective use of financial statements and ratio calculations for forecasting and budget preparation can ensure investments or withdrawals within an organization will produce a healthy return or mitigate decline in other areas. Knowing the processes for assessing ROI, creating a budget and anticipating variances are critical in any organization in order to make effective decisions.