

Manager-Leader Development Program



OPTIONAL SESSIONS

Competency	Session
Collaboration	Structure of Xavier Part I: Provost Area & Enrollment – An overview of the Provost area and Student Enrollment, including the responsibilities of the offices, programs and examples of collaborations that have resulted from this reorganization. Learn about the role we all play in student recruitment and retention. Date: Feb. 25 Time: 1:00-4:30 p.m.
	Structure of Xavier Part II: Finance & Administrative – An overview of the Finance Division, including risk management, buildings and grounds, finance departments and Campus Police and also an overview of the functioning of the Administrative Division as it works on campus development as well as the operations of Athletics, Human Resources and the Cintas Center. Date: May 20 Time: 8:30 a.m.-12:00 p.m.
Leadership/ Effecting Change	Leading From Where You Are – Explore how to provide the necessary leadership regardless of your role in the organization to support the formal leader and enhance the work of the group. Dates: Mar. 4 and 12 Time: 8:30 a.m.-12:00 p.m.
	Eight Ways of Leadership Thinking – Learn 8 key ways of leadership thinking that ensure success in a 21 st century workplace and the behaviors that link these ways of thinking to organizational effectiveness. Date: May 27 Time: 8:30 a.m.-12:00 p.m.
	Principles of Talent Management – Learn how to create a deliberate strategy and a set of actions to attract, select, develop and retain employees with the aptitude and abilities to meet Xavier's current and future organizational needs. Date: June 10 Time: 1:00-4:30 p.m.

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Register me for the following sessions. *In order to ensure that all managers have an opportunity to participate, please register for no more than three sessions.*

Mandatory Sessions

- Conflict Management and Resolution
Jan. 14
- Xavier Core Competencies: What to Look for in Ourselves and Others
 Jan. 20 Apr. 1
- Principles of Performance Management: Performance Recordation, Feedback and Review
 Jan. 27 Feb. 11 Mar. 4
- Working for Mission
Jan. 28
- Supervising a Diverse Work Group
 Feb. 18 June 17
- Your Communication Footprint
 Mar. 18 May 27
- Principles of Performance Management: Setting Goals and Coaching Behavior
 Mar. 25 Apr. 8 May 6
- Financial Practices
 Apr. 15 June 10
- Legal Requirements and Xavier's Human Resources Policies Affecting Employees
Apr. 23
- Strategic Thinking
May 12

Optional Sessions

- Structure of Xavier Part I: Provost Area & Enrollment
Feb. 25
- Leading From Where You Are
Mar. 4 & 12
- Structure of Xavier Part II: Finance & Administrative
May 20
- Eight Ways of Leadership Thinking
May 27
- Principles of Talent Management
June 10

Name

Mail Location

Email

Phone

Detach and mail (ML 7000) or fax (745-3644) to Donna Conlon in Human Resources