The Center for Continuing and Professional Studies, in partnership with CMAG & Associates, is pleased to offer an 8-part workshop series developed to enhance the leadership skills of human services professionals, and bridge the gap of needed skills for the next generation of leaders in the human services and non-profit sector.

Courses will take place on Saturdays from 9:00 am-3:00 pm:

**Series One:**
- September 12, 2015
- September 26, 2015
- October 3, 2015
- October 10, 2015

**COST:** $520.00

**Series Two:**
- February 13, 2016
- February 20, 2016
- March 5, 2016
- March 19, 2016

**COST:** $520.00
### Leadership and Team Development

**September 12, 2015**

**9:00am-3:00pm**

Leadership and Team Development

This session will walk the participants through assessing their own strengths; therefore assisting them in knowing what qualities to look for when building their own team. The “Whole Brain Model” is a proven assessment tool that will set the tone of the rest of the journey as you develop as a leader. This training will also equip attendees with skills and tools to become a stronger manager and leader such as Coaching and Staff Development, Interviewing Skills and Transitioning to Leadership.

### Listening and Communication Skills for Leaders

**September 26, 2015**

**9:00am-3:00pm**

Listening and Communication Skills for Leaders

Enhancing the listening skills of leaders, this course creates stronger communicators. Participants learn basic concepts of listening and communication skills, as well as developing a personal awareness of their strengths and weaknesses as both a communicator and leader, respectively. In addition, this training will also include Public Speaking strategies relative to leadership.

### Visualization to Actualization – Process Management for Leaders

**October 3, 2015**

**9:00am-3:00pm**

Visualization to Actualization – Process Management for Leaders

Multiple project management tools are utilized to walk current and future leaders through the step by step journey of changing their vision from dream to reality. SWOT analysis, Gantt Charts, GAP analysis, and the Iron Triangle are just a few of the methodologies and planning tools used to complete the trip from visualization to actualization.

### Cultural Competency for Leaders

**October 3, 2015**

**9:00am-3:00pm**

Cultural Competency for Leaders

This course will provide consultation and training for supervisory and managerial leadership, with a primary focus in cultural competence. This training experience will provide the opportunity for participants to: Gain a heightened awareness of their own cultural characteristics, biases, strengths and challenges and the manner in which each affects their interactions with supervisees. Gain a broadened understanding of the ways in which core values influence their supervisory style and decision-making process. Explore ways to begin to assess the effectiveness of their supervisory skills with respect to the dimension of cultural competence. Learn about strategies to continue to deepen their awareness of the impact of diversity in the context of the supervisory relationship. The course will encompass both limited lecture and case study for effectiveness.
The Effective Utilization of Time
The Maryson Group LLC’s Time Management Course examines both theoretical and practical elements of time to develop a particular framework for successful time management. This course surveys time from 2 different contexts: *Chronicos*; the duration of time; and *Kairos*: points in time. When these contexts are considered together, managers are equipped with a theoretical formula to effectively manage time, and are provided practical methodologies to apply concepts.

Ethics in Leadership
The participants in this workshop are taken on a journey to explore their personal ethics and the influence that your personal morals have on you as a leader. In addition, this training provides a template for ethical decision-making and concrete tools to create an ethical culture within your organization.

Series Two: Entrepreneurial Development

Developing a Business Plan
Whether participants are just starting out or are already established, an excellent business plan is an essential component to success. This training takes an up close and personal look at the benefits, components, additional professionals/vendors needed, and overall development of a professional business plan process.

Succession Planning
Participants of this course of study will gain an understanding of succession planning, emergency succession planning, and time identified succession planning. The training also incorporates key concepts of leadership development and the creation of a pipeline for growth within a company. An assessment guide will be provided with detailed explanations in order to establish clear and concise steps to developing a succession plan for any size organization.

Grant Writing
Attendees will learn the fundamentals of Grant Writing and how to locate available grants, and things to think about when describing your organization or program.
March 5, 2016
9:00am-3:00pm

Responding to an RFP
Requests for Proposals (RFP) are issued, the organizations that respond are able to attend meetings to ask questions and better understand the needs of the issuing agency. This course will assist you in developing a strong response by giving the participant a clear understanding of the evaluation process, what is expected in the proposal, and the DOs and DON'Ts of proposal writing.

Budget and Finance
Strong financial management is a must. Designed for leaders and professionals who do not have a background in finance, this course helps establish a strong foundation using basic skills and creating an understanding of budget and financial terms.

March 26, 2016
9:00am-3:00pm

Program Evaluation and Data Collection for Outcome Management
Foundations, organizations and other grant funders are becoming more and more data and outcome oriented. As such, it is imperative that individuals understand data collection and analysis concepts in order to provide funders with the necessary data and information they require. In addition, this is an important skill to develop to assess the effectiveness and development of programs. This session addresses methodology, sampling, developing a strong data collection tool, simple data analysis and the final report of findings.
If you are interested in registering for the Leadership Development for Human Service Professionals workshop series, we encourage you to register early (enrollment is limited). Please complete the form below to reserve your space.

Last          First          M.I.

Home Address (no Post Office Box)           Email Address

City          State          Zip

Home Phone (Include Area Code)

Company Name

Company Address           Email Address

City          State          Zip

Work Phone (Include Area Code)

How Did You Hear About Us?
☐ WEAA ☐ Newspaper ☐ Flyer ☐ Employer ☐ Brochure
☐ MSU Website ☐ Friend/Relative ☐ Other:____________
### Session Costs

Please indicate, with a check mark, which series you wish to attend:

- Workshop Series I: September 12 - October 10, 2015

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Return this registration form and payment to:
Morgan State University
Center for Continuing and Professional Studies
1700 E Cold Spring Lane Room 304
Baltimore, MD 21206