**Mt. San Antonio College**
**Student Life Office**

# LEAD
# Program Information
# &
# Fall 2016 Workshop Calendar

**Bring your Mt. SAC I.D. card to EVERY workshop to receive credit for attending!!**

## Earn a Personal and/or Organizational Co-curricular Leadership Certificate!

## *Enhance* your transfer, scholarship & job opportunities!

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# Student Life Office

Building 9C
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## Program Description

### LEAD (Leadership Education and Development) Program

The Leadership Education and Development (LEAD) Program is a non-credit certificate program dedicated to developing students to become effective leaders. Participants will receive a co-curricular leadership certificate upon completion of the required workshops in personal and/or organizational leadership.

### Mission Statement

In support of the College mission, the Leadership Education and Development (LEAD) Program provides education, development and training that enhances students' personal and professional leadership abilities and prepares them with the knowledge and skills needed for success in an interconnected world.

We believe the ability to be a leader is within all students and will be enhanced through the students ability to achieve the following learning outcomes:

- Understanding of self-awareness which includes their values and beliefs;
- Understanding and appreciation for diversity;
- Develop an understanding of group dynamics including conflict resolution and group decision making processes;
- Demonstrate an understanding for ethical decision making and why it is important;
- Demonstrate effective communication skills and techniques;
- Demonstrate an awareness of one's community, and the role and responsibility that he/she plays within their community.

### Definition of Leadership

Leadership requires knowledge of self, individual contribution, collaboration with the group, and passion that motivates one to act towards social change. Leaders must be honest, and hold a strong sense of responsibility and commitment towards helping others on campus, at work and in their communities.

### Benefits of Student Participation:

- The program is FREE for all currently enrolled Mt. SAC students
- Receive a co-curricular leadership certificate upon completion of required hours
- Increase your competitiveness to transfer and apply for scholarships
- Build your résumé
- Enhance important life skills and career opportunities
- Meet new people while developing a connection to the campus
- Acquire the building blocks for effective leadership
- Supplement your in-class education with out-of-class experience
- Become an advocate for change

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# Program Specifics & FAQS

- The LEAD Program is a non-credit certificate program dedicated to developing students to become effective leaders. Participants will receive a co-curricular leadership certificate upon completion of required workshops in personal leadership and/or organizational leadership.
- Students do not earn units or course credit for completing workshops. These certificates are not a part of the official Mt. SAC certificate programs.
- Open and free for all currently enrolled Mt. SAC students. No application necessary!
- Attend workshops! Plan your own schedule. No reservations required to attend workshops.
- CORE workshops are offered twice a semester. Beginning & Advanced workshops are offered once a semester. Workshops are offered various days and times.
- Interactive workshop sessions. You will have an opportunity to meet other students as well as LEAD Workshop presenters.

# FAQS

## What if I have class during the workshop times or I am late?

*Your academic classes come first! The LEAD program exists to enhance your learning experience.* ***You must arrive on time and stay until the end of the workshop.*** *If you arrive more than 5 minutes late or leave more than 5 minutes prior to the end of the workshop, you will not receive credit for the workshop.*

## How do I receive credit for attending a workshop?

***At the end of each workshop, scan your Mt. SAC ID card to receive credit for attending.*** *You may not scan in for other students.*

## How can I view the workshop calendar and my workshop attendance records?

*You can view your workshop attendance on the Student Life webpage at www.mtsac.edu/studentlife. Click on LEAD Attendance & Calendar and sign-in by using your Portal sign-on information.*

## Do workshop dates and times ever change?

*We apologize, but sometimes it becomes necessary to cancel and/or reschedule workshops. Please visit the on line LEAD Calendar on the Student Life webpage (www.mtsac.edu/studentlife) for a current workshop schedule.*

## How do I apply for my certificate(s) once I've completed the required workshops?

*You must apply for your certificate via the Student Life webpage at www.mtsac.edu/studentlife. Click on LEAD Attendance & Calendar and sign-in by using your Portal sign-on information. If you have completed the required workshops, you will see a button that allows you to apply for the certificate(s).*

Program design is based on the Blueprint Workshop, developed by Ainsley Carry, Associate Vice President for Student Affairs, Temple University. Contributors to the development of this program: Jaycee Chu, Student Life Graduate Intern (Summer 2005), Student Life Staff, Associated Students, Inter-Club Council, and the Student Leadership Advisory Committee: Michael Acosta (student), Donna Balducci-Lopez, Debbie Cavion, Linda Diaz, Amrik Singh Dua, Eula Gray, Greg Justice (student), Olivia Kim (student), Victor La (student), Eddie Lee, Anita Lopez, Charis Louie, Patricia Maestro, Phillip Maynard, Mohammad Naim (student), Shane Poulter, Frank Roberts and Tuan Vo. Additional resources include the Council for the Advancement of Standards in Higher Education (CAS standards) for Leadership Development Programs and literature on student leadership programs from the following institutions: CSU, Fullerton, Cal Poly Pomona, Santa Clara University, Cal State Hayward, UC Davis and UCLA. Logo design by Chris McKay (student). The program was initiated by Dyrell Foster, Student Life Director, developed in Summer, 2005 and initiated in Fall, 2005.

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## Workshop Presenters & Descriptions

**CORE WORKSHOPS** *(Personal & Organizational Leadership Certificates)*

Appreciating and Respecting Diversity **Lisa Rodriguez** Title V Grant Director
*An understanding and appreciation for diversity is key in leadership. This workshop provides you with valuable principles for your diversity knowledge toolkit.*

Conflict Resolution **Sara Mestas** Counseling Professor
*In this workshop we will discuss conflict, conflict resolution strategies and consider practical applications to resolve conflict at work and school.*

Principles of Personal Leadership **Giovanni Rodriguez** Student Center Specialist
*Gain insight into what motivates you as a leader and learn what motivates the people around you. You are guaranteed to see the world differently after this workshop!*

Effective Communication Skills **Crystal Lane Swift Ferguson** Communications Professor
*Communicate like a leader! This workshop will examine the way our language choice affects our ability to be an effective leader. Participants will learn the power of positive language and learn how to use it to be an effective leader.*

Ethical Decision Making **Andrea Fejeran Sims** Student Life Director
*Students will learn about making ethical decisions based on the 6 Pillars of Character and the Seven Steps to Making Ethical Decisions.*

Leading for Change: A Model for Leadership **Edwin Romero** Student Activities Coordinator
*Participants will gain an understanding of several methods that they can utilize to implement change in themselves and others. Workshop topics include motivating others, understanding the importance of perception, and developing a plan for implementing change.*

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## Workshop Presenters & Descriptions
## PERSONAL LEADERSHIP CERTIFICATE

### PERSONAL BEGINNING WORKSHOPS

How to Get Involved on Campus **Barbara Carrillo** Student Svs. Program Spec.
*Aims to give you information about the best way to get involved at Mt. SAC through clubs, organizations and/or teams.*

Personal Goal Setting **Eddie Lee** Counseling Professor
*Learn practical steps of personal goal setting through the overview of the process and discussion of decision-making strategies and internal/external barriers related to goal setting.*

Public Speaking **Shari Selnick** Communications Professor
*A basic introduction to improving self presentation. Participants will gain hands on experience.*

Time and Stress Management **Lisa Ledeboer** Family & Consum. Sci. Prof
*From distress to de-stress. Learn effective strategies to manage your time.*

Values Clarification **Linda Diaz** Educational Advisor
*Discover how knowing your values can positively influence your life!*

### PERSONAL ADVANCED WORKSHOPS

Power & Privilege **Sara Coney** Graduate Student, CSUF
*Engage and challenge participants to take a deeper look at their multiple identities and experiences and how these identities have granted or denied them access to power and resources throughout their lives. Learn and dialogue about the different forms of oppression our society has constructed.*

Understanding Yourself **Shane Poulter** Counseling Professor
*The MBTI Personality Inventory is a wonderful tool to explore our unique temperaments and gives us a way to understand people in a different perspective. Where do we get our energy from? How do we make decisions? How do we manage our lifestyle? These important questions in life will be discussed during the presentation.* ***(Please refer to Page #7 for on-line assessment instructions)***

Assertiveness Training **Kurt Kemp** Foreign Language Professor
*When conflict arises, how do you deal with it? Are you overly passive, overly aggressive or appropriately assertive? This workshop will help you practice expressing your concerns and needs while taking into account the concerns and needs of others so that you can maximize the chances of creating a win-win situation.*

Developing Your Résumé **Michele Smith** Employment Specialist
*Develop an effective resume and cover letter that will make YOU stand out!*

Group Problem Solving & Decision Making **Linda Rillorta** Sociology Professor
*Explore the different types of groups and problems that groups encounter. Techniques for improving communication and enhancing decision making and problem solving are investigated. Students will engage in a group project where they must work together to*

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## Workshop Presenters & Descriptions
## ORGANIZATIONAL LEADERSHIP CERTIFICATE

### ORGANIZATIONAL BEGINNING WORKSHOPS

Event Planning & Programming — **Elmer Rodriguez** — High School Outreach Specialist

*Address the stages of event planning and programming while teaching participants how to remain actively focused throughout each stage of a program/event. Thus, minimizing mistakes during the pre-planning and planning components to have a successful program/event.*

Budget Management — **Leslie Hennings & Giovanni Rodriguez** — A.S. Administrative Specialist, Student Center Specialist

*Learn the importance of budgeting your money and understanding your credit score and why this three digit number is very important for your future. This presentation is hands on, interactive and fun!*

Publicity & Promotion — **Edwin Romero** — Student Activities Coordinator

*How do you get your club to stand out? Learn techniques that get your club/organization noticed through publicity and promotion.*

Recruiting Members & Keeping Them Active — **Giovanni Rodriguez** — Student Center Specialist

*Learn how to impact the members of your group that includes improving recruitment and increasing retention by challenging, motivating and appreciating your members and peers.*

Vision & Goal Setting — **Roxan Arnston** — Communications Professor

*What are your major goals in life? This workshop will help you focus your vision and outline ways to accomplish your goals to help*

### ORGANIZATIONAL ADVANCED WORKSHOPS

Art of Delegation — **Lupita De La Cruz** — High School Outreach Specialist

*One of the most challenging (and rewarding) things that a leader can do is empower others by giving them more responsibility. Knowing how to delegate is an important leadership skill and time management technique. Come learn why, how, and when to delegate.*

Leading & Managing a Diverse Group — **Sara Coney** — Graduate Student, CSUF

*Engages and challenges people with different interests, values, and styles (of work, communication, etc.) to accomplish a goal. Raise your awareness of how group diversity affects group dynamics. Your role in leading and managing a group can be more effective when you recognize and understand the ways in which individuals on your team participate, contribute, and engage.*

Managing Effective Meetings — **Lupita De La Cruz** — High School Outreach Specialist

*Tired of attending long and boring meetings? Learn the rules, ethics, and customs governing meetings while having fun! Anybody can have a meeting, but not everyone knows how to conduct one that's effective.*

Motivating Yourself & Others — **Heidi Lockhart** — CalWORKS Consultant

*Explore techniques on how to motivate yourself and others to accomplish various goals and tasks. Engage in an activity that helps you personalize motivation techniques and then participate in a small group activity where you will put into practice the techniques you have learned.*

Teamwork & Collaboration — **Tannia Robles** — High School Outreach Supervisor

*Gain a better understanding of the roles and strengths within a team scenario. Brainstorm on how to work through difficult team dynamics and strategies that foster positive working relationships.*

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# UNDERSTANDING YOURSELF WORKSHOP

**October 20, 2016**
**1:15-2:45 p.m.**

**You cannot attend this workshop unless you complete the on-line assessment by October 18, 2016**

## INSTRUCTIONS

| | |
|---|---|
| Go to: | https://online.cpp.com |
| Login: | counstud |
| Password: | *(not published—you must e-mail dlopez@mtsac.edu for password)* |
| User ID: | *LEAVE THIS BLANK. You will create later* |
| | |
| Select: | MBTI |
| Batch Name: | Select S POULTER **(VERY IMPORTANT!)** |

Complete the background information and begin the assessment on the next screen.

Once you have started the assessment, you can choose to come back to the assessment at a later time. Please make sure you choose "Save and complete later" if you decide to finish the assessment at a later time. When you complete the assessment select "Done" and follow the rest of the instructions.

Read all directions carefully. The assessment should take you between 30-45 minutes. Do not spend too much time on each question. Remember it's about your preferences in most situations. You may feel or think differently based on a situation, however, try to think about how you would respond **MOST** of the time.

A USERID will be issued after you begin the assessment and log out. Use the USERID to log in once you have begun the assessment.

*(If you need to come back to the assessment,*
*don't forget to put in the login and password when entering your USERID)*

**DON'T FORGET TO WRITE DOWN THE USERID!!!!!**

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## Personal Leadership Certificate

The Personal Leadership Certificate is based on the belief that it is important to develop a strong sense of self before being able to lead others. The workshops provide students with training and education in the area of personal and professional leadership. Students will gain a better understanding of self and will learn important skills that can enhance their potential for success. Students will also learn that leadership is a process rather than a position. The workshops for this certificate are designed for students to develop themselves and their personal leadership skills for change within their communities, organizations, and future careers.

## Workshop Schedule *Dates & times subject to change

Section A: CORE Workshops - Complete ALL **six (6)** workshops (offered twice) in this section (in any order):
Completion of Section A (CORE Workshops) can be applied towards the Personal Leadership Certificate **and** Organizational Leadership Certificate

| | | | |
|---|---|---|---|
| Appreciating & Respecting Diversity | | Nov 1 | 1:15-2:45 pm 9C-5 |
| | or | Sep 28 | 3:00-4:30 pm 9C-5 |
| Conflict Resolution | | Nov 10 | 1:00-2:30 pm 9C-5 |
| | or | Sep 21 | 3:00-4:30 pm 9C-5 |
| Effective Communication Skills | | Sep 8 | 1:15-2:45 pm 9C-5 |
| | or | Oct 24 | 3:00-4:30 pm 9C-5 |
| Ethical Decision Making | | Nov 15 | 1:15-2:45 pm 9C-5 |
| | or | Sep 26 | 3:00-4:30 pm 9C-5 |
| Leading for Change: A Model for Leadership | | Sep 22 | 1:15-2:45 pm 9C-5 |
| | or | Nov 7 | 3:00-4:30 pm 9C-5 |
| Principles of Personal Leadership | | Sep 13 | 1:15-2:45 pm 9C-5 |
| | or | Nov 14 | 3:00-4:30 pm 9C-5 |

Section B: Beginning Workshops - Complete ANY **three (3)** workshops in this section:

| | | | |
|---|---|---|---|
| Personal Goal Setting | | Oct 25 | 1:30-3:00 pm 9C-5 |
| Public Speaking | | Sep 19 | 3:00-4:30 pm 9C-5 |
| Time & Stress Management | | Sep 14 | 3:00-4:30 pm 9C-5 |
| Values Clarification | | Sep 12 | 3:00-4:30 pm 9C-5 |
| How to Get Involved on Campus *(offered twice)* | | Sep 7 | 3:00-4:30 pm 9C-5 |
| | or | Sep 20 | 1:15-2:45 pm 9C-5 |

Section C: Advanced Workshops - Complete ANY **three (3)** workshops in this section:

| | | | |
|---|---|---|---|
| Assertiveness Training | | Oct 27 | 1:15-2:45 pm 9C-5 |
| Group Problem Solving & Decision Making | | Oct 3 | 3:00-4:30 pm 9C-5 |
| Power & Privilege *(Core "Diversity" workshop suggested before attending)* | | Sep 30 | 1:00-2:30 pm 9C-5 |
| Understanding Yourself** | | Oct 20 | 1:15-2:45 pm 9C-5 |
| ***(Complete on-line personality assessment 2 days before attending—see Page #7 for instructions)*** | | | |
| Developing Your Résumé *(offered twice)* | | Sep 27 | 1:15-2:45 pm 9C-5 |
| | or | Oct 19 | 3:00-4:30 pm 9C-5 |

*Visit the Student Life webpage (**www.mtsac.edu/studentlife**) for a current Workshop Schedule and your personal Workshop Attendance record

***Total of 12 workshops to receive a Co-Curricular Personal Leadership Certificate***

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## Organizational Leadership Certificate

The Organizational Leadership Certificate concentrates on developing a student's leadership skills that may be applied in their organization, but are transferable skills that will transcend to their future professional development. These workshops provide students with training and education in the area of group and organizational leadership. Members of organizations will gain a better understanding of how to lead their organization more efficiently and effectively. Students not affiliated with an organization will develop their leadership potential by gaining an understanding of how they can effectively lead others and effect change within an organization. The workshops for this certificate are designed to help students become familiar with different organizational leadership skills, awareness of group dynamics, organizational goal setting, and inter-group relationships.

## Workshop Schedule *Dates & times subject to change

Section A: CORE Workshops - Complete ALL **six (6)** workshops (offered twice) in this section (in any order):
Completion of Section A (CORE Workshops) can be applied towards the Personal Leadership Certificate **and** Organizational Leadership Certificate

| | | | | |
|---|---|---|---|---|
| Appreciating & Respecting Diversity | | Nov 1 | 1:15-2:45 pm | 9C-5 |
| | or | Sep 28 | 3:00-4:30 pm | 9C-5 |
| Conflict Resolution | | Nov 10 | 1:00-2:30 pm | 9C-5 |
| | or | Sep 21 | 3:00-4:30 pm | 9C-5 |
| Effective Communication Skills | | Sep 8 | 1:15-2:45 pm | 9C-5 |
| | or | Oct 24 | 3:00-4:30 pm | 9C-5 |
| Ethical Decision Making | | Nov 15 | 1:15-2:45 pm | 9C-5 |
| | or | Sep 26 | 3:00-4:30 pm | 9C-5 |
| Leading for Change: A Model for Leadership | | Sep 22 | 1:15-2:45 pm | 9C-5 |
| | or | Nov 7 | 3:00-4:30 pm | 9C-5 |
| Principles of Personal Leadership | | Sep 13 | 1:15-2:45 pm | 9C-5 |
| | or | Nov 14 | 3:00-4:30 pm | 9C-5 |

Section B: Beginning Workshops - Complete ANY **three (3)** workshops in this section:

| | | | | |
|---|---|---|---|---|
| Event Planning & Programming | | Oct 11 | 1:15-2:45 pm | 9C-5 |
| Publicity & Promotion | | Oct 17 | 3:00-4:30 pm | 9C-5 |
| Recruiting Members & Keeping Them Active | | Oct 13 | 1:15-2:45 pm | 9C-5 |
| Budget Management | | Oct 10 | 3:00-4:30 pm | 9C-5 |
| Vision & Goal Setting *(offered twice)* | | Oct 12 | 3:00-4:30 pm | 9C-5 |
| | or | Oct 21 | 12:00-1:30 pm | 9C-5 |

Section C: Advanced Workshops - Complete ANY **three (3)** workshops in this section:

| | | | | |
|---|---|---|---|---|
| Art of Delegation | | Oct 5 | 3:00-4:30 pm | 9C-5 |
| Leading & Managing a Diverse Group | | Nov 18 | 1:00-2:30 pm | 9C-5 |
| Managing Effective Meetings | | Nov 3 | 1:15-2:45 pm | 9C-5 |
| Teamwork & Collaboration | | Nov 9 | 3:00-4:30 pm | 9C-5 |
| Motivating Yourself & Others *(offered twice)* | | Oct 26 | 2:30-4:00 pm | 9C-5 |
| | or | Nov 8 | 1:15-2:45 pm | 9C-5 |

*Visit the Student Life webpage (**www.mtsac.edu/studentlife**) for a current Workshop Schedule and your personal Workshop Attendance record

***Total of 12 workshops to receive a Co-Curricular Organizational Leadership Certificate***

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# NOTES

Congratulations Certificate Recipients!

Remember to apply for your certificate
and
mark your calendar....

You will be honored at a

Student Leadership &
Advisor Awards Ceremony
and reception on
June 8, 2017