

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

**LEAD
Program Information
&
Spring 2019 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!***



Mt. San Antonio College Student Life Office

Building 9C
909.274.4525

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 & no time limit to finish required workshops.
- Attend workshops! Plan your own schedule. No reservations required to attend workshops.
- CORE workshops are offered twice a semester. Most Beginning & Advanced workshops are offered only 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?

***Immediately, at the end of each workshop, scan your Mt. SAC ID card in the Student Life Office, Building 9C, 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 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. On www.mtsac.edu/studentlife, click LEAD Attendance & Calendar and sign-in by using your Portal sign-on information to view the most current 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 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 Dyrrell 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

Jesse Lopez

Counseling Professor

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 Activities Coordinator

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

Julie Laverty

Communication 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

Isaac Rodriguez Lupercio

Judicial Affairs Officer

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

Andrea Fejeran Sims

Student Life Director

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

Administrative Specialist IV

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

Crystal Lane Swift Ferguson

Communication Professor

A basic introduction to improving self presentation. Participants will gain hands on experience.

Time and Stress Management

Lynn Matthiesen

Bridge Program Specialist

From distress to de-stress. Learn effective strategies to manage your time.

Values Clarification

Lyssette Trejo

Counseling Professor

Discover how knowing your values can positively influence your life!

PERSONAL ADVANCED WORKSHOPS

Power & Privilege

Isaac Rodriguez Lupercio

Judicial Affairs Officer

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

Darmen Paden

Career Services 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 make decisions and utilize the problem solving techniques that were learned in this workshop.



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Workshop Presenters & Descriptions **ORGANIZATIONAL LEADERSHIP CERTIFICATE**

ORGANIZATIONAL BEGINNING WORKSHOPS

Event Planning & Programming

Elmer Rodriguez

DREAM Coordinator

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

Julia Walker

Student Center Specialist

Learn the importance of budgeting within a group, company or organization.

Publicity & Promotion

Giovanni Rodriguez

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

Julia Walker

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

Jeze Lopez

REACH Program Coordinator

What are your major goals in life? This workshop will help you focus your vision and outline ways to accomplish your goals to help you achieve success in the future.

ORGANIZATIONAL ADVANCED WORKSHOPS

Art of Delegation

Lupita De La Cruz

Transfer 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

LaTasha Hagler

CalWORKs Director

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

Transfer 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

Julie Marquez

EOPS and CARE Director

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 Director

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
May 9, 2019
1:15-2:45 p.m.**

**You cannot attend this workshop unless you
complete the on-line assessment
by May 2, 2019**

INSTRUCTIONS

Please **e-mail** Donna Lopez at dlopez@mtsac.edu
for instructions on how to complete the on-line assessment.

Thank you.

**You cannot attend this workshop unless you
complete the on-line assessment
by May 2, 2019**



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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	or	Mar 13	3:00-4:30 pm	9C-5
		May 17	1:00-2:30 pm	9C-5
Conflict Resolution	or	Mar 6	3:00-4:30 pm	9C-5
		May 2	1:15-2:45 pm	9C-5
Effective Communication Skills	or	Apr 9	12:30-2:00pm	9C-5
		May 10	12:00-1:30 pm	9C-5
Ethical Decision Making	or	Mar 12	1:15-2:45 pm	9C-5
		May 22	3:00-4:30 pm	9C-5
Leading for Change: A Model for Leadership	or	Mar 20	3:00-4:30 pm	9C-5
		May 14	1:15-2:45 pm	9C-5
Principles of Personal Leadership	or	Mar 27	3:00-4:30 pm	9C-5
		May 21	1:15-2:45 pm	9C-5

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

Complete <u>three</u> (3) workshops in this section.			
Personal Goal Setting	Mar 26	1:00-2:30 pm	9C-5
Public Speaking	Mar 19	1:15-2:45 pm	9C-5
Time & Stress Management	Mar 11	3:00-4:30 pm	9C-5
Values Clarification	Apr 8	2:30-4:00 pm	9C-5
How to Get Involved on Campus (<i>offered twice</i>)	Mar 4	3:00-4:30 pm	9C-5
	or Mar 14	1:15-2:45 pm	9C-5

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

Assertiveness Training	Mar 25	2:30-4:00 pm	9C-5
Group Problem Solving & Decision Making	Apr 15	3:00-4:30 pm	9C-5
Power & Privilege <i>(Core "Diversity" workshop suggested before attending)</i>	Mar 28	1:15-2:45 pm	9C-5
Understanding Yourself**	May 9	1:15-2:45 pm	9C-5
**<i>(Complete on-line personality assessment 2 days before attending—see Page #7 for instructions)</i>			
Developing Your Résumé <i>(offered twice)</i>	Apr 16	1:15-2:45 pm	9C-5
	or May 13	3:00-4:30 pm	9C-5

*Visit the Student Life webpage (www.mtsac.edu/studentlife) for a current Workshop Schedule and your 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	Mar 13	3:00-4:30 pm	9C-5
	or May 17	1:00-2:30 pm	9C-5
Conflict Resolution	Mar 6	3:00-4:30 pm	9C-5
	or May 2	1:15-2:45 pm	9C-5
Effective Communication Skills	Apr 9	12:30-2:00pm	9C-5
	or May 10	12:00-1:30 pm	9C-5
Ethical Decision Making	Mar 12	1:15-2:45 pm	9C-5
	or May 22	3:00-4:30 pm	9C-5
Leading for Change: A Model for Leadership	Mar 20	3:00-4:30 pm	9C-5
	or May 14	1:15-2:45 pm	9C-5
Principles of Personal Leadership	Mar 27	3:00-4:30 pm	9C-5
	or May 21	1:15-2:45 pm	9C-5

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

Event Planning & Programming	May 8	3:00-4:30 pm	9C-5
Publicity & Promotion	Apr 10	3:00-4:30 pm	9C-5
Recruiting Members & Keeping Them Active	Apr 30	1:15-2:45 pm	9C-5
Budget Management	Apr 18	1:15-2:45 pm	9C-5
Vision & Goal Setting (<i>offered twice</i>)	Mar 5	1:15-2:45 pm	9C-5
	or Apr 22	3:00-4:30 pm	9C-5

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

Art of Delegation	Mar 21	1:15-2:45 pm	9C-5
Leading & Managing a Diverse Group	Apr 24	3:00-4:30 pm	9C-5
Managing Effective Meetings	Apr 11	1:15-2:45 pm	9C-5
Teamwork & Collaboration	Apr 25	1:15-2:45 pm	9C-5
Motivating Yourself & Others (<i>offered twice</i>)	Apr 23	1:15-2:45 pm	9C-5
	or May 6	3:00-4:30 pm	9C-5

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

Total of 12 workshops to receive a Co-Curricular Organizational Leadership Certificate ⁹



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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 6, 2019