



Open-Enrollment Registration Form for BCI Leadership Academy



Successful organizations have one common element: Leadership practiced at every level.

The Business & Community Institute offers a host of programs that address the unique needs of leadership at various levels of the organization. By completing the Emerging Leadership program, you will be better equipped to create and maintain a high-performance workplace and help position your organization for greater success.

Register for the Emerging Leadership Academy before October 1, 2009 for the discounted price!

Name*	Date of Birth (Month/Day/Year)*
Company/Organization*	Primary Phone (Include Area Code)*
Home Address*	E-mail Address* <i>*Required Information</i>
City*	State* Zip*

Ethnic Background <i>(Optional)**</i>	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino (All other races)	<input type="checkbox"/> Asian	Gender	<input type="checkbox"/> Male
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<i>(Optional)</i>	<input type="checkbox"/> Female
	<input type="checkbox"/> Hispanic or Latino (White)		<input type="checkbox"/> Others		

** This information is optional and voluntary and will be held in confidence. Lansing Community College complies with all federal and state requirements, which include collecting this information.

Method of Payment:

Check Visa MasterCard Company Letter of Authorization

Credit Card Number	Expiration Date	CVV (3 digits on back of card)
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Register in any of the three ways:
 (1) By Phone: 517-483-9853
 (2) By Fax: 517-483-9927
 (3) By mail: Please mail completed registration form to:
Lansing Community College
6000W – BCI Registration
PO Box 40010
Lansing, MI 48901-7210

Cardholder's Name (Printed)	Cardholder's Signature	Total Due:
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Make Checks Payable to: **Lansing Community College**

Refund and Cancellation policy: Refunds: We will notify you by phone or mail if a course is canceled by LCC. A full refund will be sent to you. No further action on your part is required to receive a refund for classes canceled by LCC. **When you drop a course:** The 100% refund period for courses offered is seven (7) working days (or more) before the first day of class. When you drop a course for any reason within this time frame, you will receive a 100% refund.

Refund Guideline

Period relative to the first day of class:	7 working days (or more) before	2 to 6 working days before	1 working day before, or later
Amount of Refund:	100% refund	70% refund	0%

Don't wait! Register early for best price and best selection!
Registering early also avoids class cancellations due to low enrollment.

Emerging Leadership Skills Certificate

Classes meet Wednesdays from 8:00 am - 12 noon

Location: LCC West Campus

**Complete all academy classes (28 total hours) for program certificate. 100% attendance is required.*

Academy Price \$745.00 if registered by August 17, 2009	Academy Price \$804.00 if registered after August 17, 2009	Class Date	Individual course cost is \$125.00 Registration deadline is:
Essentials of Leadership**		October 14, 2009	October 1, 2009
Leading Change		October 21, 2009	October 5, 2009
Setting Performance Expectations		October 28, 2009	October 12, 2009
Coaching for Success		November 4, 2009	October 19, 2009
Communicating & Listening		November 11, 2009	October 26, 2009
Resolving Conflict		November 18, 2009	November 2, 2009
Attitude is Everything (Graduation)		November 25, 2009	November 9, 2009

****Pre-requisite for all Academy classes.**

Note: To register use the enrollment form or call 517.483.9853.

Class Descriptions:

ESSENTIALS OF LEADERSHIP (4 hours)

This is the foundation for each of our leadership certificates. This course teaches leaders how to get results through people. Tools necessary for a successful "leadership journey" will be presented. Participants acquire a set of proven interaction skills, discover seven Leadership Imperatives which are key to meeting today's challenges, and realize their role as a catalyst leader who inspires others to act.

LEADING CHANGE (4 hours)

This training focuses on the crucial role leaders have in effectively exploring change, introducing change, and helping others overcome resistance typically associated with change. Leaders learn how to conduct effective change discussions that minimize the potentially negative effects of change on morale, processes, and productivity.

SETTING PERFORMANCE EXPECTATIONS (4 hours)

Helps leaders prepare for and conduct planning discussions, encourage continued involvement, and work with project teams or task forces on their performance plans.

COACHING FOR SUCCESS (4 hours)

Introduces skills for guiding individuals and teams toward achieving successful results. Leaders learn the importance of helping people learn from successes rather than mistakes, how to balance seeking and telling, and how to conduct an effective coaching discussion.

COMMUNICATING AND LISTENING (4 hours)

"Communicating and Listening" is designed to equip employees with the skills they need to communicate clearly and listen carefully.

RESOLVING CONFLICT (4 hours)

Enables leaders to recognize signs of conflict, assess the conflict to determine their level of involvement, and serve as a catalyst to encourage those involved in the conflict to achieve resolution. Leaders learn the skill to both provide support and to act as mediators.

ATTITUDE IS EVERYTHING (4 hours)

Creating and maintaining a healthy attitude is imperative to the success of an individual as well as an entire organization. A positive environment can increase productivity and improve morale, quality, customer satisfaction, etc. However, at any given time, there can be individuals or groups of individuals who delight in depositing their negativity here and there. If not detected and eliminated quickly, this attitude can spread throughout the organization with alarming speed. This program will provide participants with the tools to recognize when there is an attitude problem and the steps necessary to correct it.