

Management Learning Pathway FY23

Effective management rests on three competencies: managing yourself, managing others, and navigating the system. The Management Learning Pathway offers classes in each competency to help supervisors and managers increase their effectiveness at MC.

Learning Pathway classes required to earn a certificate:

Managing Yourself

- Getting Things Done
- Knowing Your Influencing Style ¹

Navigating the System

- Coaching Through Change ²
- Dilemmas and Hybrid Work—open door²
- Planning and Facilitating Meetings

Managing Others

- Crucial Conversations for Accountability
- Crucial Conversations for Dialogue ^{1, 2, 3}
- Leading Ethically and with Integrity
- Managing the Work of Your Direct Reports

¹ Also in Communication & Conflict LP

² Also in Change Management LP

³ Also in Communicating Professionally in the Workplace LP

The pathway classes are available to all employees through MC Learns as individual classes as well. If you are interested in achieving the certificate, the table below will help you plan your schedule. Not all classes are offered every year; it is at minimum a two-year plan.

Classes Scheduled for FY23:


Class name	Class Length and Format	Class Date(s) and Times
Dilemmas and Hybrid Work—open door	One 90-minute class, online	<ul style="list-style-type: none"> • September 15: 1-2:30 p.m. • September 22, 1-2:30 p.m.
Getting Things Done	Four 2.5-hour classes, online	<ul style="list-style-type: none"> • September 20-23: 2:30-5 p.m. • January 30-31: 8:30-11 a.m. and 2:30-5 p.m.
Crucial Conversations for Dialogue	Five 2.5-hour classes, online	<ul style="list-style-type: none"> • September 26-30: 2-4:30 p.m. • June 20-23 <ul style="list-style-type: none"> ○ June 20-22: 2-4:30 p.m. ○ June 23: 9-11:30 a.m. & 2-4:30 p.m.
Managing the Work of Your Direct Reports	One 3-hour class, 122 Mannakee	October 4, 1:15-4:30 p.m.
Leading Ethically and with Integrity	One 3-hour class, online	October 27, 1:15-4:30 p.m.
Knowing Your Influencing Style	One 3-hour class, online	January 12, 8:45 a.m.-noon
Crucial Conversations for Accountability	Three 2.5-hour classes, online	May 22-23 <ul style="list-style-type: none"> • May 22: 2-4:30 p.m. • May 23: 9-11:30 a.m. and 2-4:30 p.m.
Classes not listed will be offered in FY24		

*A learning pathway is a series of identified classes that provides you with an in-depth exploration of a skill area. When completed, a certificate of learning is awarded to acknowledge your commitment to pursue the study and practice of a specialized area of professional development. Participation is paced to provide time to reflect upon your learning and integrate concepts and skills into your life and work.

Management Learning Pathway Class Overview:

Classes	Brief Class Description*
Coaching through Change <i>Facilitator: Richard Forrest</i>	'Work Coaching' is a learned approach to supporting ourselves and others in dealing with complex changes at work and in the organization. Engage in coaching sessions where you practice asking intentional questions and listening to key workplace themes, and gain insights on how to recognize and support change.
Crucial Conversations for Accountability <i>Facilitator: Cynthia Mauris</i>	Accountability occurs when there is a gap between expectations and performance. Explore a matrix that helps you help others close the gap.
Crucial Conversations for Dialogue <i>Facilitators: Richard Forrest, Cynthia Mauris</i>	Develop skills in how to plan and have an effective and successful crucial conversation where the stakes are high, emotions are strong, and opinions are opposing.
Dilemmas and Hybrid Work—open door <i>Facilitator: Richard Forrest</i>	Using an open-door concept these facilitated sessions will rely on a minimum of prepared content and selected videos to foster dialogue on three subjects: Remote Work Foundations, Managing Change in Virtual and Hybrid Teams, and Leading Virtual Meetings. Challenging questions and Breakout rooms will drive these sessions.
Getting Things Done <i>Facilitator: Cynthia Mauris</i>	You cannot change the amount of stuff coming into your life, but you can change how you engage with that stuff. Gain greater control over your work, find more focus on each task and feel less stress with GTD habits.
Knowing Your Influencing Style <i>Facilitator: John Egan</i>	Explore nine styles of influence and discover your preferred style noting when it is most and least effective.
Leading Ethically and with Integrity <i>Facilitators: Maria Adams</i>	Develop skills to make a positive impact on the College's ethical culture. Discuss what it means to lead as an ethical role model. Experience interactive activities involving scenario-based dilemmas designed to foster supervisory decision-making with integrity.
Managing the Work of Your Direct Reports <i>Facilitator: Christine Crefton</i>	Create an environment that helps employees succeed. Communicate expectations, assist employees to identify goals, and help them develop their skills. When your employees are successful, you are more valuable to your supervisor as you reach your goals.
Planning and Facilitating Meetings <i>Facilitator: Cynthia Mauris</i>	Determine when meetings, face-to-face or online, are necessary and how to plan appropriately for them to be successful and effective. Draft an agenda for a meeting and participate in a mock meeting.

* Complete class descriptions and outcomes are in MC Learns.



If you are completing a learning pathway, register to attend the Learning Pathway Certificate Reception on June 29, 2023, in MC Learns. Certificates of completion will be presented to honor your commitment to your professional development.

