

# Leadership Institute

## 2019-2020, Charlotte, NC



### ABOUT THE INSTRUCTOR

Rich St. Denis is a top-rated senior trainer and consultant based in Atlanta who specializes in leadership, performance management, coaching, team building, communication skills, and emotional intelligence. He has more than 25 years of training experience and has trained and coached more than 20,000 professionals. Rich has delivered several leadership programs at PENC winter and summer conferences for the past six years.

As an officer in the US Army for 22 years, Rich held many leadership positions and gained extensive practical, hands-on experience in all aspects of leading and managing individuals and teams. Rich has a BS in Engineering (United States Military Academy at West Point), an MA in English (Duke University), and an MBA in management (Oklahoma City University). Rich's major clients cover a variety of industries and have included Siemens Corporation, Mercedes-Benz, CNN, Turner Broadcasting, Office Depot, Georgia Tech, and Virginia Tech.



### PENC LEADERSHIP INSTITUTE

The PENC Leadership Institute is a year-long program designed to help North Carolina's engineers develop the communication, emotional and people skills that create strong and visionary leaders. Graduates of this program will be well-rounded professionals who are not only technical experts, but capable and effective leaders who can positively impact North Carolina society.

### A UNIQUE APPROACH

The PENC Leadership Institute is based on the idea that aspiring leaders learn best when they receive instruction, put the lessons to work, get consistent feedback and reflect on lessons learned. All participants benefit from:

- leadership training courses
- application of lessons at your job
- a mentor relationship
- a team project on a real-world issue
- assessment of your skills
- 54 PDHs

### DISTINGUISH YOURSELF

This course is designed specifically for engineers and is tailored to aspiring leaders in the field. Participants should have the support of their employer and supervisor and are expected to:

- attend all scheduled training sessions
- participate in one mentoring session a month (remotely)
- apply lessons from training to on- the-job activities
- complete one supplementary leadership development activity a month
- participate in a team-based Culmination Project and project presentations at the PENC Summer Conference in 2019

**Take your career to the next level. Apply by July 26, 2019.**

# Session Topics and Schedule

An outline of the courses and topics for the Leadership Institute is below. The curriculum consists of 9 learning modules taught via 8 classroom training days, one self-paced project, and culminates in a team project presented at the 2020 Summer Conference at Pinehurst Resort. In-class sessions will be held at **Terracon, 2701 Westport Rd, Charlotte, NC 28208**.

## **ORIENTATION (1 HOUR)**

Date: No Later Than Friday, September 6, 2019  
(Read-Ahead and Phone Call with Instructor)

- Principles of leadership development
- Objectives and curriculum
- Expectations of participants

## **KICKOFF BREAKFAST (1 HOUR)**

Date: Friday, September 13, 2019 (Charlotte)

- Meet and greet your fellow classmates, the instructor, and prior graduates

## **MODULE 1: UNDERSTANDING LEADERSHIP (6 HOURS)**

Date: Friday, September 13, 2019 (Charlotte)

- Differences in leading and managing
- Mastering the Leadership Process
- Choosing the right leadership style
- Developing Leadership Presence
- Develop your speaking skills

## **MODULE 2: DEVELOPING EMOTIONAL INTELLIGENCE (7 HOURS)**

Date: Saturday, September 14, 2019 (Charlotte)

- Gauging your level of emotional intelligence (EI)
- Learning many ways to grow your EI
- Understanding varying emotional styles
- Handling emotional challenges well

## **MODULE 3: DEVELOPING YOUR MANAGERIAL SKILLS (3 HOURS)**

Date: Self-Paced Training due Oct 11, 2019

- Planning/organizing complex projects
- Managing your time well

## **MODULE 4: SETTING THE DIRECTION AND EXPECTATIONS (7 HOURS)**

Date: Friday, October 18, 2019 (Charlotte)

- Conducting a SWOT Analysis
- Making decisions on how to proceed
- Setting vision, direction, & expectations
- Delegating responsibility and authority

## **MODULE 5: INFLUENCING OTHERS (7 HOURS)**

Date: Saturday, October 19, 2019 (Charlotte)

- Understanding the Influence Process
- Mastering nine influence strategies to get buy-in
- Handling resistance and overcoming objections

## **MODULE 6: INSPIRING OTHERS (7 HOURS)**

Date: Friday, November 15, 2019 (Charlotte)

- Creating a climate for sustained high engagement
- Understanding human motivation and behavior
- Using proven strategies for inspiring others to do their best

## **MODULE 7: COACHING OTHERS (7 HOURS)**

Date: Saturday, November 16, 2019 (Charlotte)

- Assessing performance and behavior
- Coaching for improved performance and behavior
- Best practices for providing corrective feedback well
- Coaching techniques to build team unity

## **MODULE 8: DEALING WITH CONFLICT (7 HOURS)**

Date: Friday, December 13, 2019  
(Charlotte)

- Identifying sources of conflict
- Promoting constructive, functional conflict
- Handling difficult behavior
- Delivering bad news & difficult messages

## **MODULE 9: SOLVING PROBLEMS & MAKING DECISIONS (7 HOURS)**

Date: Saturday, December 14, 2019 (Charlotte)

- Responding to problems and risk
- Making decisions in risky situations
- Making unpopular decisions
- Developing written communication skills

# 2019-2020 Leadership Institute Application

Apply now for the 2019-2020 PENC Leadership Institute by returning this application and required supporting documentation, by Friday, July 26, 2019. If you do not have enough room to fully answer the questions, please continue on a separate sheet of paper and submit it with this application.

**Questions? Contact Sean Gleason at [gleason@mcadamsco.com](mailto:gleason@mcadamsco.com), 919-414-8088 or Catie Cox at [catie.c@penc.org](mailto:catie.c@penc.org) or (984) 220-5368.**

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## PROFESSIONAL INFORMATION

*Please attach a resume in addition to the below information.*

**Position:** \_\_\_\_\_

**Three sentence description of your responsibilities:**

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**Current leadership responsibilities:** *(including work, community, faith-based organizations, etc)*

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**Prior training in leadership and management skills:** *(include description and length)*

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**Please list any conflicts that may preclude you from completing the requirements of this program or attending the scheduled training events, mentoring sessions, culmination project activities, and other scheduled events as described in this brochure:** \_\_\_\_\_

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**Please attach a brief essay describing your personal goals for participating in the Leadership Institute.**

I have attached the following: Resume: \_\_\_\_\_ Personal Goals Essay: \_\_\_\_\_

*I understand the requirements of this program as outlined in this brochure and wish to be selected for participation in the 2019-2020 Leadership Institute. I am committed to taking full ownership for my self-development.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Fees:** The cost is \$1,700 for the program. Fees include all classroom instruction, training materials, meals, snacks, and 2020 PENC Summer Conference Registration. Travel and hotel expenses are not covered by the program. However, PENC will provide group rates for hotel accommodations and will organize car pools for interested participants. To attend equivalent training in public programs that this instructor delivers nationwide, you could easily pay \$7,500. Because of his partnership with PENC, we are able to offer this program to you at a substantial savings.