



CCA Leadership III – Essential Management Skills for Emerging Leaders

This Leadership track is open to all - there are no prerequisites (Leadership Certification 1 & II are NOT required)

Leadership Program Applications open – July 1, 2022

Leadership Program Applications close – June 30, 2023

Application Fee - \$25.00

*non-refundable

*Modules I, II, III and IV offered at 2022 Convention

- Module I – Leadership Skills
 - In this course, the four key factors that drive leadership presence, and the specific actions to make them work for you are outlined. Differences between internal and external presence are explained with strategies to enhance both to increase your self-assurance and positive influence on others.
 - Module II – Succession Planning
 - In this course, we will review the step-by-step process for implementing and facilitating a robust succession planning process. We will also discuss how the LEARN model for individual career development and success to be a candidate for leadership roles.
 - Module III – Technology in this new Court Era
 - This course is a general introduction to Microsoft Office and how technology supports the work of the Court. We will tour the Office interface, share keyboard shortcuts that work across the Office suite. Other software content includes Teams, Word, Excel, PowerPoint, Teams and Navigating Webex and Zoom for Government.
-

- Module IV – Critical Thinking and Problem Solving
 - In this course, you'll learn how to recognize the critical-thinking activities associated with reaching a sound conclusion. You'll discover how to employ effective questions, use tools to help you conclude findings, and create an action plan for putting conclusions into practice when solving problems. We will review common problem solving tools including the "RootCause Analysis" process for brainstorming, the "5 Whys" problem identification technique, and the "IDEAL" method.
- Module V – Developing and Managing Teams
 - In this course, participants will review a practical approach to address the unique needs of diverse teams and determine how to best allocate your time in their development. We will review best practices on how to inspire and grow your rising stars, motivate low performers, avoid leadership pitfalls, and create well performing teams.
- Module VI – Communicate for Success
 - This course outlines how to clearly convey information and ideas in an engaging manner. We will explore how to build trust, communicate effectively,, and be heard in all parts of your organization. We will also learn important interpersonal communication skills and strategies for igniting curiosity, attention, trust, and respect.

*This Leadership track is open to all - there are no prerequisites
(Leadership Certification 1 & II are NOT required)*