

LEADERSHIP ESSENTIALS

About the Leadership Essentials Program

Recognizes and improves the student’s skills in planning and organizing work activities, leading teams, communicating with the organization, and overseeing daily business operations. Designed for employees who hold, or are seeking promotions to, management positions.

PROGRAM OUTLINE

COURSE #	COURSE TITLE	CREDITS
1010210600	<p>Business Orientation</p> <p>Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program.</p> <p>Competencies</p>	1.00
	<p>10102106C01 Business Orientation</p> <p>Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program.</p>	1.00
1010210800	<p>Operations Management Evolution of Management</p> <p>This class introduces the students to the critical roles managers play in organizations. Students will explore how managers plan, lead, organize and control. Students will explore the origins of management and review major developments in business through the centuries.</p> <p>Competencies</p>	1.00
	<p>1010214000 Fundamentals of Tribal Management</p> <p>Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.</p>	3.00
1010210900	<p>Operations Management Running Effective Operations</p> <p>This class introduces the students to the critical roles managers play in organizations. Students will explore how managers plan, lead, organize and control. Students will explore the origins of management and review major developments in business through the centuries.</p> <p>Competencies</p>	1.00
	<p>1010214000 Fundamentals of Tribal Management</p> <p>Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.</p>	3.00
1010211100	Operations Management Global Business	1.00

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	This class will cover managing processes within organizations including supply chain management and quality assurance. Managing discrete projects is also covered.	
	Competencies	
1010214000	Fundamentals of Tribal Management Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.	3.00
1010211300	Human Resources Roles and Laws This class reviews the role and importance of Human Resources in organizations. Students will learn about major employment laws and how to ensure that company programs, practices and policies align with those laws.	1.00
1010211600	Human Resources Recruitment This class will cover how to develop job descriptions and competitive salary packages for open positions. Students will create effective recruiting and interview plans so the best candidates will be selected.	1.00
1010211800	Human Resources Employee Evaluation This class covers how to onboard new employees and provide informal and formal feedback. Students will also learn how to mentor and coach employees.	1.00
1019613000	Leadership I Leadership I introduces students to the difference between managers and leaders and discusses leadership best practices. Students will conduct a self-assessment of their leadership style so they may leverage strengths and put together a plan to address opportunities. Students discover the basic tenets of an effective workplace and a leader's role in implementing them.	3.00
	Competencies	
10196130C01	Leadership 1 A Students will learn definition of leadership and explore leadership theories and how to differentiate between a manager and a leader. How to make a successful transition to leadership from staff positions is covered.	1.00
10196130C02	Leadership 1 B Through self-assessment and reflection, students will assess their leadership skills, level of emotional intelligence and communication preferences. Students will create action plans to leverage and strengthen these skills.	1.00
10196130C03	Leadership 1 C A leader's role is to create the optimal workplace. This class will cover what components are key to a great workplace and learn how to improve corporate culture.	1.00
1080119600	Oral Interpersonal Communication	3.00

COURSE #	COURSE TITLE	CREDITS
	Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	
Competencies		
10801196C00	Oral Interpersonal Communication	3.00
	Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	
2081020100	Fundamentals of Speech	3.00
	Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery, and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self-confidence, proficiency, and poise.	

Total Credits:

13.00

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

AT A GLANCE

How You'll Learn



100% ONLINE MULTIPLE START DATES OPTIONAL LAB SUPPORT

2021 Start Dates

January 6	May 7	September 1
February 1	June 7	October 4
March 1	July 5	November 1

2022 Start Dates

January 5	March 1	June 6
February 7	May 2	July 11

[VIEW FULL ACADEMIC CALENDAR](#)

Approximate Cost

\$1,962*

*Based on 10-level courses—materials, books, and fees may be additional

Ztextbook

This program has a zero cost for textbooks. If you continue your education beyond this program to complete a full associate's degree, there may be additional costs for books.

What You'll Learn

- Plan and organize work activities
- Lead teams
- Communicate within the organization
- Oversee daily business operations

Your Potential Careers

- Supervisor
-
- Manager
- Business Owner

Median Annual Salary

\$36,137	\$42,458	\$41,341
Local	State	National

EMSI 2020.1

Get Started

Your application can be submitted online, it takes just a few minutes to complete.

[APPLY NOW](#)