NICOLET COLLEGE

Leadership Essentials

Technical Diploma

This program helps the student enhance their leadership influence through coaching and motivating team members, establishing effective communication throughout the organization and managing through change. Ideal for future leaders, or current leaders who wish to have stronger impact.

Program Outline

TERM 1

Course #	Course Title	Credits
1010210600	Business Essentials This class helps new Nicolet students make a successful transition to the College. The course is a chance for students to learn College resources, practice pacing and time management, grit and the learning management system. Students also receive an introduction and have opportunities to practice professional business communication.	1.00
1080119500	Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3.00
1010210800	Operations Management Role and History Students will discover the critical roles managers play in organizations and explore how managers plan, lead, organize and control. This class will also explore the origins of management and review major developments in business through the centuries and how they are still relevant today.	1.00
1010211300	Human Resources Roles and Laws This class reviews the role and importance of Human Resources in organizations. Current challenges Human Resources contends with are covered. 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 programs so the best candidates will be selected.	1.00
1010211800	Human Resources Employee Evaluation This class covers onboarding new employees and providing informal and formal feedback. Students will also learn how to mentor and coach employees. Students create onboarding and performance evaluation plans.	1.00
1019616000	Leadership Qualities of Leaders This course covers the importance of effective leaders and leadership to the success of organizations. Students will explore the critical differences between managers and leaders.	1.00

Course #	Course Title	Credits
1019617000	Leadership Organizational Culture This class will cover what the leader's role is in creating the optimal workplace. Students will learn the components of a great workplace and how to improve corporate culture. Students have the opportunity to assess their workplace and provide recommendations for strengthening.	1.00
1019617500	Leadership Change Management This class covers best practices in effecting change in organizations. Students will learn why people resist change and strategies to make change happen effectively. Students will apply an eight-step change model to a situation at work or in their lives.	1.00
1089010300	Professional Career Management This course will cover identification of individual interests and the occupations they align with, finding employment, creating a resume and cover letter, participating in an interview, and best practices for maintaining professional employment.	1.00

Total Credits: 12.00

Talk with a Success Coach 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

Next Academic Start Dates

11
JAN

Spring 2027 Term Starts

15
MAR

Additional Spring 2027 Start for Select Courses

VIEW FULL CALENDAR

Program Tuition*

$2,075

*Total cost for degree completion is estimated by current course requirements, books, and supplies. Tuition and fees are set by the Wisconsin Technical College System and subject to change.

▶ **Potential Indirect Costs**

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

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations

Your Potential Careers

- Supervisor
- Manager
- Business Owner
- Team Leader

Median Annual Salary

Local	State	National
$43,370	$47,121	$47,309

Lightcast 2023.1

Get Started

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

APPLY NOW