

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
<b>CBTS Leadership &amp; Management</b>						
<b>10-196-199</b>	<b>X00</b>	<b>Essential Skills for Tomorrow's Managers</b>			<b>2.15</b>	<b>32</b>
			Competencies for Tomorrow's Managers	<a href="#">MGMT0111</a>		
			Development Tools for Tomorrow's Managers	<a href="#">MGMT0112</a>		
			The Manager as Coach and Counselor	<a href="#">MGMT0113</a>		
			The Manager as Project Champion	<a href="#">MGMT0114</a>		
			A Manager's Primer for Ensuring Accountability	<a href="#">MGMT0115</a>		
			Continuous Learning for Tomorrow's Managers	<a href="#">MGMT0116</a>		
			Essential Skills for Tomorrow's Managers (Simulation)	<a href="#">MGMT0110</a>		
			Essential People Management Skills Simulation	<a href="#">MGMT011S</a>		
<b>10-196-197</b>	<b>X06</b>	<b>Effective Use of Feedback for Business</b>			<b>1.4</b>	<b>21</b>
			An Essential Guide to Giving Feedback	<a href="#">COMM0521</a>		
			Coping with Criticism and Feedback	<a href="#">COMM0522</a>		
			Giving Feedback to Colleagues	<a href="#">COMM0523</a>		
			Team Feedback: A guide	<a href="#">COMM0524</a>		
			Giving Feedback: A Manager's Guide	<a href="#">COMM0525</a>		
			Effective Feedback for Employees and Colleagues Simulation	<a href="#">COMM0520</a>		
			Effective Use of Feedback for Teams Simulation	<a href="#">COMM052S</a>		
<b>10-196-196</b>	<b>X00</b>	<b>Leading from the Front Line</b>			<b>1.05</b>	<b>16</b>
			Challenges of the 21st Century	<a href="#">LEAD0121</a>		
			Organizational Culture and Leadership	<a href="#">LEAD0122</a>		
			Energizing and Empowering Employees	<a href="#">LEAD0123</a>		
			Leadership and the Knowledge Worker	<a href="#">LEAD0124</a>		
			Leading Change from the Front Line	<a href="#">LEAD0125</a>		
			Dynamics of Leadership	<a href="#">LEAD0126</a>		
			Leading from the Front Line Simulation	<a href="#">LEAD0120</a>		
<b>10-196-197</b>	<b>X11</b>	<b>Coach with Confidence</b>			<b>2.15</b>	<b>32.5</b>
			Coaching for Business	<a href="#">MGMT0281</a>		
			Successful Coaching Relationships	<a href="#">MGMT0282</a>		
			Key Stages in Coaching	<a href="#">MGMT0283</a>		
			Coaching Skills	<a href="#">MGMT0284</a>		
			Mindsets, Emotions and Coaching	<a href="#">MGMT0285</a>		
			Coaching Trends	<a href="#">MGMT0286</a>		
			Coach with Confidence Simulation	<a href="#">MGMT0280</a>		
			Coaching Personalities and Teams Simulation	<a href="#">MGMT028S</a>		
<b>10-196-197</b>	<b>X02</b>	<b>The Consummate Coach</b>			<b>1.15</b>	<b>17</b>
			Coaching for Business	<a href="#">MGMT0281</a>		
			Successful Coaching Relationships	<a href="#">MGMT0282</a>		
			Coaching Skills	<a href="#">MGMT0284</a>		
			Coach with Confidence Simulation	<a href="#">MGMT0280</a>		
			Coaching Personalities and Teams Simulation	<a href="#">MGMT028S</a>		

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10-196-197	X10	<b>Managing Problem Performance</b>			1.25	19
			Preventing Problem Performance	<a href="#">MGMT0161</a>		
			Identifying Problem Performance	<a href="#">MGMT0162</a>		
			Improving Problem Performance	<a href="#">MGMT0163</a>		
			Dealing with Problem Performance	<a href="#">MGMT0164</a>		
			Averting Problem Performance Simulation	<a href="#">MGMT0160</a>		
			Addressing Problem Performance Simulation	<a href="#">MGMT016S</a>		
10-196-197	X09	<b>Dealing with Conflict in the Workplace</b>			1.25	18.5
			Perspectives on Conflict	<a href="#">COMM0341</a>		
			Handling Conflict with Others	<a href="#">COMM0342</a>		
			Managing Conflict in the Organization	<a href="#">COMM0343</a>		
			Dealing with Conflict in the Workplace Simulation	<a href="#">COMM0340</a>		
			Managing Conflict in the Workplace Simulation	<a href="#">COMM034S</a>		
10-196-197	X12	<b>Supporting Employees through Change</b>			1.15	17
			Beginning the Change Process	<a href="#">MGMT0181</a>		
			Managing Through the Change	<a href="#">MGMT0182</a>		
			Incorporating Change in Your Organization	<a href="#">MGMT0183</a>		
			Supporting Employees through Change Simulation	<a href="#">MGMT0180</a>		
			Supporting Teams through Change Simulation	<a href="#">MGMT018S</a>		
10-196-197	X13	<b>Behavioral Interviewing</b>			1.15	17
			Building a Firm Foundation	<a href="#">HR0211</a>		
			Screening Applicants	<a href="#">HR0212</a>		
			Preparing for the Behavioral Interview	<a href="#">HR0213</a>		
			Conducting the Behavioral-based Interview	<a href="#">HR0214</a>		
			Preparing as the Interviewee	<a href="#">HR0215</a>		
			Experiencing the Behavioral-based Interview	<a href="#">HR0216</a>		
			Behavioral Interviewing (Simulation)	<a href="#">HR0210</a>		
10-196-196	X02	<b>Going from Management to Leadership</b>			1.85	28
			The Mark of a Leader	<a href="#">LEAD0141</a>		
			Communicating a Shared Vision	<a href="#">LEAD0142</a>		
			The Enabling Leader	<a href="#">LEAD0143</a>		
			Communicating as a Leader	<a href="#">LEAD0145</a>		
			Coaching for Performance	<a href="#">LEAD0146</a>		
			Leading through Change	<a href="#">LEAD0147</a>		
			The Leader as a Model	<a href="#">LEAD0148</a>		
			Going from Management to Leadership Simulation	<a href="#">LEAD0140</a>		
			Growing from a Manager to a Leader Simulation	<a href="#">LEAD014S</a>		
10-196-196	X03	<b>Leading the Workforce Generations</b>			1.25	19
			Introduction to Work Force Generations	<a href="#">LEAD0231</a>		
			Attracting, Developing, and Retaining Generations	<a href="#">LEAD0232</a>		
			Leading Silent Generation and Baby Boom Workers	<a href="#">LEAD0233</a>		

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			Leading Generations X and Next	<a href="#">LEAD0234</a>		
			Making Cross-generational Teams Work	<a href="#">LEAD0235</a>		
			Cross-generational Workers in the 21st Century	<a href="#">LEAD0236</a>		
			Leading the Workforce Generations	<a href="#">LEAD0230</a>		
<b>10-196-197</b>	<b>X03</b>	<b>Delegation Skills</b>			<b>0.65</b>	<b>10</b>
			Delegation Basics	<a href="#">MGMT0261</a>		
			The Personal Approach in Delegation	<a href="#">MGMT0262</a>		
			Managing the Delegated Environment	<a href="#">MGMT0263</a>		
			Effective Delegation Simulation	<a href="#">MGMT0260</a>		
<b>10-196-197</b>	<b>X04</b>	<b>Overcoming Negativity in the Workplace</b>			<b>0.55</b>	<b>8</b>
			The Path from Pessimism to Optimism	<a href="#">MGMT0311</a>		
			Proactive Approaches to Stop Negativity	<a href="#">MGMT0312</a>		
			Overcoming Organizational Negativity	<a href="#">MGMT0313</a>		