Staff Leadership Program - Overview

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Program Objectives

- Provide you with the tools and training needed to be a successful leader.
- Give you the opportunity to get to know the senior leadership team at Mississippi State.
- Have the opportunity to dialog with colleagues across campus about leadership issues.
- Develop a network of peers across campus to assist you as campus leaders.
- Initiate the development of a personal Career Development Plan
Program Schedule

• We will meet monthly between October and September for 90 minutes.
• Each general topic will be lead by a senior administrator at Mississippi State University.
• We will use a variety of different types of teaching materials and tools, including case studies, books, and other materials.
Program Schedule

- **October**
  - Introduction to Program - including goals, objectives, schedule, program participants

- **November**
  - Principles of Effective Leadership - so what does it mean to be a good leader?
Program Schedule

• December
  – Personal Assessment - What are My Strengths and Weaknesses?

• January
  – Delivering Successful Presentations - how do you deliver successful presentations to the various audiences you will be talking to?
Program Schedule

• February
  – How to Conduct an Effective Meeting - all of attend a significant number of meetings - which may or may not be effectively run and managed. We will learn some ways to do this more effectively.

• March
  – Time Management Strategies - we will discuss how to use your time well and to be more effective as a leader.
Program Schedule

• April
  – Role of Staff in Strategic Planning - how do you take a clear role in academic and strategic planning? We will discuss plan development and implementation.

• May
  – Team Building - how do you build an effective team?
Program Schedule

• June
  – How do you motivate your team for peak performance?

• July
  – Effective conflict resolution - no one likes conflict, but it is critical to resolve conflict when it occurs. This workshop will discuss ways to deal effectively with conflict.
Program Schedule

• August
  – Embracing diversity in the workplace - how do you as a leader ensure that you are providing an environment which is open to diversity?

• September
  – Program Graduation!
What Will I Get Out of the Program?

• You will get out what you put into the program …
  – Read materials in advance, and come with questions and be ready to dialog.
  – Bring tough issues and problems in these topics with you - ask the facilitator how they would handle similar situations.
  – What is said in the room needs to stay in the room (just like Las Vegas!).
Questions?