Founded in 1965, UC Irvine is known for its strength as a major research university nestled in a dynamic U.S. business environment. Home to software, biotech, information technologies, and engineering industries – Irvine is a tech powerhouse attracting innovative companies and booming start-ups. This 1 week learning experience gives you the opportunity to network and learn with local professionals spanning multiple industries.

Located in one of the most vibrant regions in southern California with its close proximity to the coast, mountains and desert – Irvine and the surrounding cities offer countless amenities for visitors to enjoy.

The Business Essentials program begins by teaching you to recognize workstyle behaviors and various communication styles and to develop communication strategies for increased productivity. Next you learn about effective written communication - how to organize your thoughts clearly so your ideas can be better understood by your specific audience.

Midway through the program, you will learn how to utilize one of the most powerful business tools that every organization and every position can benefit from - Microsoft Excel. Highly interactive and hands-on, you will spend the day using the software while an expert trainer walks you through demonstrations and exercises.

Next you experience the art of crafting a compelling story to connect with your audience in meetings or presentations. We end the week with a capstone focused on honing your leadership style and a reflection where you understand and can articulate who you are as a leader.

Learning Objectives

- Apply the foundational principles of leadership theory to your own managerial approach
- Identify the various communication styles to become a more effective leader
- Walk away with tools to better present yourself and connect with your audience

Who Should Attend

Newly appointed and prospective managers from sales, marketing, human resources, purchasing, finance, as well as professionals working in global settings.

Required Courses

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<tr>
<th>Course Code</th>
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<tr>
<td>MGMT X422.2</td>
<td>How to Communicate Effectively at Work</td>
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<td>MGMT X422.3</td>
<td>Business Writing for Workplace Professionals</td>
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<td>MGMT X422.15</td>
<td>Essential Excel Tools</td>
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<td>MGMT X422.14</td>
<td>Leading through Storytelling</td>
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<td>MGMT X497.43</td>
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How to Communicate Effectively at Work

Research concludes that 85% of job success comes from having well-developed interpersonal skills while only 15% of job success comes from technical skills and knowledge.

Your ability to interact effectively with customers, clients, colleagues, managers, and other stakeholders drives your career success and sustainability. Essential communication skills such as speaking up, collaborating on a team, and resolving and managing conflict can be uncomfortable and all too easy to avoid. This course addresses these differences by using the Everything DiSC Workplace assessment as a framework.

Business Writing for Workplace Professionals

Your ability to write effectively is one of your most powerful tools in the business environment.

You’ll discover the three primary types of business messages: positive, routine, and persuasive, as well as identify best practices for creating each type of message. Your writing will improve as you learn how to select and use appropriate formats for your audience, choose correct graphic tools, eliminate clutter, and recognize strong business writing. You’ll also learn to spot and correct the most common business writing pitfalls as you gain valuable experience drafting, writing, and revising your own business writing messages.

Essential Excel Tools

Get more out of Microsoft Excel by utilizing the full functionality of the production, enhancing your productivity, and obtaining better and more customized answers for greater success.

This beginner-level course brings together all the simple techniques and useful knowledge you need: insights, tips, and shortcuts. Examples include drawing attention to specific sections, facilitating ease of view and comprehension, analyzing data simply and quickly, employing valuable formulas, communicating graphically, and summarizing groups of data.

Leading through Storytelling

Storytelling is one of our most powerful communication tools. However, many people don’t understand how to use stories to their advantage.

To be an effective leader, you should know how to tell stories to inspire and motivate your team. This fun and interactive class will show you what makes an effective story, how to craft an engaging narrative, and how to connect to your audience through the power of your words.

Foundations of Leadership

Research suggests that in order to make sense of the complexity of modern organizations, those who aspire to lead must first seek to understand themselves.

In this course, you will administer a variety of self-analysis instruments to understand and reflect on your own leadership preferences and behavioral tendencies. This course is a gateway into understanding what it takes to be an effective leader and assessing where you are now relative to those skills and that knowledge.