Leadership

Organizational Leadership & Communication Certificate Program

Accelerate Your Career

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University of California, Irvine
Improve Your Career Options with a Professional Certificate

UCI Division of Continuing Education’s professional certificate and specialized studies programs help you increase or enhance your current skills or prepare for a new career. Courses are highly practical and instructors are qualified leaders in their field. Convenient online and evening courses make it easy to learn on your own time, in your own way. A certificate or specialized studies award bearing the UC seal signifies a well-known, uncompromising standard of excellence.
In today's demanding workplace, managers are constantly challenged to find new and innovative ways to involve and motivate employees and affect positive change that improves the company's bottom line. The Organizational Leadership & Communication Certificate Program focuses on the practical skills professionals need to develop and maintain in order to lead others and be an agent of change. This program begins by teaching participants the fundamentals of leadership and continues by teaching participants valuable skills in interpersonal communication, small group communication, conflict management, intercultural communication, writing, and managing organizational change.

Who Should Attend
This program is targeted to managers who want to become effective leaders and change agents in their organizations through competencies in people-management skills, effective communication skills, conflict management skills, and team-building skills.

Certificate Requirements
A certificate is awarded upon completion of eight (8) courses with a grade of "C" or better for a total of 17.5 units and 175 hours of instruction.

After you have completed all requirements, you may request to receive your official certificate by completing the Request for Certificate Form and returning it to our offices as noted on the form. All requirements must be completed within five (5) years after the student enrolls in his/her first course.

Transfer Credit
Students who complete the Organizational Leadership & Communication Certificate Program are eligible to transfer credits into the University of Wisconsin-Platteville's Master of Science in Organizational Change Leadership.

Program Benefits
- Communicate ideas clearly, powerfully, and intentionally to inspire and lead others to create vision, shape culture, and achieve organizational goals
- Develop strong interactive communication skills to strengthen relationships across teams, departments, and hierarchical levels
- Develop communication strategies for team building to effectively collaborate for better problem solving and decision making
- Transform destructive conflict into constructive conflict while building trust in the organization and creating a productive working environment
- Recognize cultural differences within and across organizations and use best communication practices to enhance understanding and goodwill
- Plan, introduce, and implement a successful change with employee support in today's complex business environment
- Build, manage, and lead virtual teams at a distance while implementing strategies to maximize collaboration and productivity
- Use powerful writing skills to compose effective messages that produce desired results in various business contexts
## Foundations of Leadership
MGMT X497.32 (2 units)
Examine leadership and how it helps organizations achieve goals and bottom line results. Components of leadership, leadership styles, and sources of power will be explored.

## Communication in a Diverse and Changing Workplace
MGMT X487 (2 units)
This course will heighten students’ awareness of workplace communication and add new interpersonal skills with the end result of becoming a more competent communicator overall. It will also explore conflict resolution, verbal and nonverbal cues and behaviors, communicating with technology, and more.

## Leading Small Groups
MGMT X497.34 (2 units)
Examine the communication and leadership skills necessary to lead thriving work teams. Developing team vision and goals, management roles, group norms, and groupthink will be explored.

## Conflict Resolution
MGMT X497.35 (2 units)
Examine conflicts that occur between individuals, and in teams, departments, or organizations. Types of conflict, styles of conflict, and conflict resolution strategies will be explored.

### Program Fees
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<tr>
<td>Course Fee</td>
<td>$610 – $635 per course</td>
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<tr>
<td>Candidacy Fee</td>
<td>$125</td>
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<td>Textbooks</td>
<td>$100 per course (approximately)</td>
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### On-Site Training
Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company’s specific needs. Visit ce.uci.edu/corporate or call (949) 824-1847 for information.

### Advisory Committee
- **Stacey Connaughton**, Ph.D., Director of Graduate Studies, Purdue University
- **Pete Evanow**, Public Relations Executive
- **Patty Malone**, Ph.D., Assistant Professor, California State University, Fullerton
- **Gary Ruud**, Ph.D., Associate Professor, California State University, Fullerton

For more information:
Francine Berg  
Program Representative  
(949) 824-4661  
fberg@uci.edu  

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Communicating Across Cultures
ANTHRO X487.36 (2 units)
Examine intercultural communication in today’s global and diverse workplace. Verbal and nonverbal communication across cultures as well as culture cues will be explored.

Leading Successful Organizational Change
MGMT X456.8 (3 units)
Focus on planning and implementing change in organizations, with an emphasis on the role of leadership within an organization. Examine the role of leadership and the competencies and skills required of individuals who initiate, manage, and are affected by change.

Virtual or Remote Management and Communication
MGMT X497.38 (2 units)
Examine the management of teams working remotely. Virtual organizations and teams, team building, defusing conflict, building trust, and developing organizational identification among workers will be explored.

Modern Business Writing
MGMT X446.4 (2.5 units)
Improve your business writing skills by learning to select and use appropriate formats for your audience, use the correct medium and adjust your writing style accordingly, as well as identify your objective and communicate it clearly.

"Interpersonal skills are essential not only to managers in a business environment, but to everyday life. Yet, it is a discipline which is rarely taught. Engaging with the various instructors and learning from their experiences really brought the subject matter to life. The Organizational Leadership and Communication program improved my understanding of team dynamics and has helped me communicate and manage work relationships more effectively."

– Marina Sun,
Program Graduate
Organizational Leadership & Communication Certificate Program

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