

**ITA Leadership School Course Calendar as of March 8, 2005**  
 (All classes are conducted from 9:00 am to 4:00 pm in room H4064)

<b>COURSE TITLE &amp; INSTRUCTOR</b>	<b>DESCRIPTION</b>	<b>DATE(S)</b>
<b>Communications and Conflict Management</b> (The Fish Isn't Sick the Water is Dirty) <b>Mr. Steven Gaffney</b>	In this innovative two-day communication and conflict management seminar, Mr. Gaffney teaches a proprietary communication process which is the cornerstone of our philosophy. It is called the Honest Communication Results System and produces three outcomes: Removes barriers that interfere with teamwork and productivity, consistently resolves key interpersonal and organizational issues, opens lines of communications that are critical for sharing key information issues.	<b>June 1-2, 2005</b>
<b>Integrating Budget and Performance</b> <b>Dr. Tom Kessler</b>	In this one-day course you will learn how to link your organization's financial and performance measures. You learn the performance measurement process, the benefits of performance measurement and how to prepare performance-based budgets. You recognize key performance indicators, create meaningful evaluation reports and comply with important Government Performance Results Act requirements.	<b>April 6, 2005</b>
<b>Leading Change</b> <b>Ms. Teresita Pina-Saff</b>	This two-day change management program uses research-based change management methodology and exercises. During the session participants will work through a series of activities in order to develop the skills that will help them lead their organizations successfully through incremental and radical changes. This workshop will also allow you to develop a change management strategy for your business and manage the people side of change, not just the business side. Integrate organizational and technology changes into a single change management plan.	<b>May 11-12, 2005</b>

<p><b>Presentation Skills</b>  <b>Ms. Teresita Pina-Saff</b></p>	<p>Supervisors, managers and executives are often required to perform presentations and briefings. This two-day course will improve your presentation-briefing skills and put you at ease before a group. In this two-day course you will learn on how to identify features of an effective presentation, preparation and delivering presentations, recognizing, assessing and effectively addressing the key factors to consider when making a presentation. Choosing a topic and pattern for a presentation, creating appropriate, attention-getting openings, closing presentations with impact and style, enhancing presentation with audio-visual aids, managing nervousness, engaging your audience with effective body language, preparing and delivering a 7-10 minute presentation, eye contact and body language, and responding to questions and comments.</p>	<p><b>May 3-5, 2005</b></p>
<p><b>Project Management (ILDC)</b>  <b>Dr. Marc De Simone</b></p>	<p>This highly interactive two-day seminar takes participants from the basics of Project Management through state-of-the-art computerized project management using Microsoft Project software. Participants are taught practical problem solving skills, team building for managing projects on teams through solving people problems, and managing multiple priorities for successful project completion.</p>	<p><b>April 13-14, 2005</b></p>
<p><b>Supervisory Leadership</b>  <b>Dr. Marc De Simone</b></p>	<p>As a result of this five-day training event, participants will be able to supervise subordinate employees with confidence, patience, and skill. This “hands-on” and highly interactive experientially based training program starts with the supervisors where they are and helps them to be comfortable where they need to be in order to effectively supervise others. This is a content-based outline that lists topics covered. Actual time-on-task will vary, as with all emergent design “participant-focused” learning events. Methods used also include videos, case studies, small group discussions, style testing instruments, and other experiential activities. <i>You will learn:</i> Effective human interaction skills including supervision, communications, problem solving, and decision making skills, performance management, performance objectives, delegation and motivation, dealing with difficult people and conflict, group supervision, team building and inspiring performance.</p>	<p><b>June 6-10, 2005</b></p>

<b>Systemic Leadership &amp; Management</b> <b>Dr. Thomas A. Clare</b>	This one and ½ day interactive course takes an in-depth look at leadership and management characteristics, traits and behaviors. It encourages the participant to review his/her own leadership and management potential and strengths. The course combines the key elements of system engineering with the attributes of leadership and management. Through class exercises, students learn how people solve problems and why they approach solutions in the way they do. Students will understand the relationship between complexity, culture, incentives, training and education in organizational leadership and management.	<b>April 20-21, 2005</b>
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