

# COLUMBIA COLLEGE

## Leadership Development Centre

### **Introduction**

Columbia College is establishing a Leadership Development Centre.

### **Purpose**

The purpose of the Leadership Development Centre is to introduce, review, and/or advance participants' knowledge, skills, attitudes, and behaviours that will assist them in becoming more valued contributors to this organization.

### **Goal**

To increase the administrative, facilitational, management, leadership skills of Columbia College team members.

### **Outcomes**

Participants in Columbia Leadership Development Centre activities should consider this as an opportunity to gain and share valuable knowledge and experience that may assist them to become more efficient and effective in their current role and prepare them for possible future roles.

### **Workshops, Conferences, and Special Assignments**

1. Columbia Leadership Development Centre workshops will be offered about every 6 - 8 weeks. These workshops may take the form of discussion groups, role playing, and case studies. Workshops may involve being a guest speaker or learning from a guest presenter, participating in events, reading and discussing reports, books, and college-related documents. This may also include discussion of current or past situations or challenges facing college members including how such a situation or challenge was handled, should be handled, or how it could have been handled differently. Members will be encouraged to contribute to the development and delivery of upcoming workshops. Most workshop topics will be identified in advance to aid staff members in determining each workshop's benefit to them. Workshops will engage participants both actively and collaboratively.
2. To accommodate the various schedules, these workshops may be scheduled on late weekday afternoons.
3. Where and when demands on their time allow, selected Leadership Development Centre members may receive financial support to attend a relevant conference, complete one or more academic courses, or programs as part of their professional development.

4. Where and when their current work schedule may allow, selected Leadership Development Centre members may take on special college-related administration assignments that could take a few weeks or several months to complete on a part-time basis. Some of the assignments will be completed within their current work hours while others may be contracted as special project work.

### **Leadership Development Centre Team Members**

All members of the college community will automatically be considered members of the Leadership Development Centre however participation is voluntary.

As Leadership Development Centre Team Members, each of us will be placed on the mailing list and informed as each workshop is established.

Team members will not receive salaried compensation for attending the workshops.

The more active Leadership Development Centre Team Members will receive priority attention if they apply for a Columbia College Scholarship to help pay for a related conference, event, course, or program outside of Columbia (when scholarship funds are available).

### **Leadership Development Centre Steering Committee**

To assist in the delivery of Leadership Development Centre activities and, primarily its workshops, a Leadership Development Centre Steering Committee will be established by the President. This group will meet on a regular basis. This group will be drawn from Leadership Development Centre Team Members. Members of this committee will assist the President in identifying workshop topics, content, order of presentation, presenters, registration, location, attendance, refreshments, and feedback, etc.

Members of this committee may also recommend special college-related administration projects or assignments that could be assigned to a Leadership Development Centre Team Members.