



CLEARY UNIVERSITY LEADERSHIP CERTIFICATE

When leaders succeed, the organization succeeds. Livingston County has partnered with Cleary University to offer a leadership certificate that will provide you with the tools to improve your skills and motivate, inspire, and organize those around you.

Cleary University offers a leadership training certificate program designed to enhance employee engagement, retention, and effectiveness in both private and public sector organizations. This program provides practical, hands-on training through interactive classroom instruction, small group activities, and a comprehensive guidebook. Participants will engage in real-world scenarios, leadership discussions, guest speaker sessions, simulations, and coaching.

The program consists of six weekly two-hour classes at Cleary University's Howell Campus, accommodating work, family, and school commitments. Graduates of the program will be equipped with the tools and knowledge necessary to lead their teams effectively, foster a positive organizational culture, and transition from being peers among employees to becoming peers among leaders.

SESSION TOPICS

- Opportunities and Challenges for Emerging Leaders
- Team Dynamics and Communication
- Managing the Every Day
- Making Decisions and Appropriate Choices
- Stress and Conflict
- Continuing your Leadership Journey
- Recognition Ceremony

6 WEEKS | 6 SESSIONS

WHEN Date and Time TBD

WHERE Cleary University, Howell Campus

WHO Livingston County Emerging Leaders

"Cleary's Leadership Certificate program will be an invaluable asset in fostering the next generation of leaders in Livingston County. We are excited for the impact this program will have on our community."

Nathan Burd,
Livingston County
Administrator



Program Facilitator:
Lynne Peters
Cleary Faculty

Lynne Peters is a seasoned professional with decades of experience in leadership and team development, particularly within the care-service community. She has held significant roles, including 17 years as Associate VP of Business Development and 7 years as an Administrator in skilled nursing, demonstrating her deep expertise in guiding leaders at all levels. Lynne is passionate about fostering growth, creativity, and collaboration in leadership roles. She is dedicated to helping individuals and organizations overcome challenges, achieve success, and make lasting impacts through interactive learning and team engagement.

To learn more about the Livingston County Leadership Certificate program, please contact Human Resources at 517-546-1010 or email humanresources@livgov.com.

CLEARY'S LEADERSHIP CERTIFICATE FOR EMERGING LEADERS

WEEK ONE

Opportunities and Challenges for Emerging Leaders (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this professional development workshop and this week
- Topics and Activities:
 - Review Your Role, Responsibilities, and Expectations
 - Conduct a Self-Awareness Evaluation
 - Identify Listening Skills
 - Cultivate Curiosity
 - Adapt and Embrace Change
 - Activities: Discussions, Role Play with Typical and Significant Leadership Situations
- Summary: What will you apply in the next week?

WEEK TWO

Team Dynamics and Communication (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this week
- Topics and Activities:
 - Move from a Peer to a Leader
 - Enhance Oral and Written Communication
 - Identify Power and Politics
 - Build Trust
 - Monitor Morale
 - Maintain Ethical Integrity
 - Activities: Discussions, Role Play with Communicating to Individuals and Teams
 - Perspectives of a Key/Respected Organizational Leader (Words of Wisdom/War Stories)
- Summary: What will you apply in the next week?

WEEK THREE

Managing the Every Day (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this week
- Topics and Activities:
 - Review the Responsibilities of your Team and Team Members
 - Keep Score
 - Emphasize Accountability
 - Evaluate Performance
 - Manage Successful Meetings
 - Activities: Discussions, Role Play with Situations on the Floor
- Summary: What will you apply in the next week?

WEEK FOUR

Making Decisions and Appropriate Choices (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this week
- Topics and Activities:
 - Understand Why Decisions Can be Difficult
 - Develop a Plan
 - Gather Information, Filter Conflicting Data, and Seek Input
 - Activities: Discussions, Role Play with Typical Decisions
 - Perspectives of a Key/Respected Organizational Leader (Words of Wisdom/War Stories)
- Summary: What will you apply in the next week?

WEEK FIVE

Stress and Conflict (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this week
- Topics and Activities:
 - Remain Calm and Steady
 - Manage Stressful Situations
 - Have Difficult Conversations
 - Unify Vision
 - Activities: Discussions, Role Play with Every Day and Uncommon Stress
- Summary: What will you apply in the next week?

WEEK SIX

Continuing your Leadership Journey (1.5 to 2.0 hours)

- Prework: 1 to 3 Key Videos
- Introduction: Setting the stage for this week
- Topics and Activities:
 - Tie the Pieces Together
 - Be the Leader that Team Members Want to Continue Working With
 - Be a Tree as a Team within the Forest of the Organization
 - Develop Your Networking
 - Activities: Discussions, Role Play
 - Perspectives of a Key/Respected Organizational Leader (Words of Wisdom/War Stories)
- Summary: What will you apply moving forward?