



Executive and Leadership Development Suite





TABLE OF CONTENTS

- 4** Custom Training for Your Organization
- 5** Leadership and Executive Development Programs
- 6** Leadership Development Benefits the Workplace
- 7** Advanced Leadership Program
- 15** Personal Leadership Development Program
- 18** Supervisory Management Skills Program
- 24** Advanced Administrative Professionals Program
- 27** Leadership Short Courses and Special Topics
- 29** Contact Us!



GARDINER
CENTRE



Executive and Leadership Training

*for individual registration
and/or
custom offerings for your organization*

Custom Training for Your Organization



Build your own program



Strengthen connections



Bring the team together



Build healthy workplaces



Solve workplace challenges



Level up skills and careers



Leadership and Executive Development Programs for All Levels

EMPOWER



Enhance leadership acumen



Support successful careers



Prepare for leadership roles



Develop peer networks



Enrich organizational culture



Leadership Development Benefits the Workplace



1

Sharpens communications skills to boost teamwork and collaboration

2

Helps guide organizations toward success and growth opportunities

3

Supports change management and adaptability

4

Promotes an educating, empowering, and encouraging company culture

5

Supports recruitment, retention, and engagement

6

Boosts overall productivity

Advanced Leadership Program

WWW



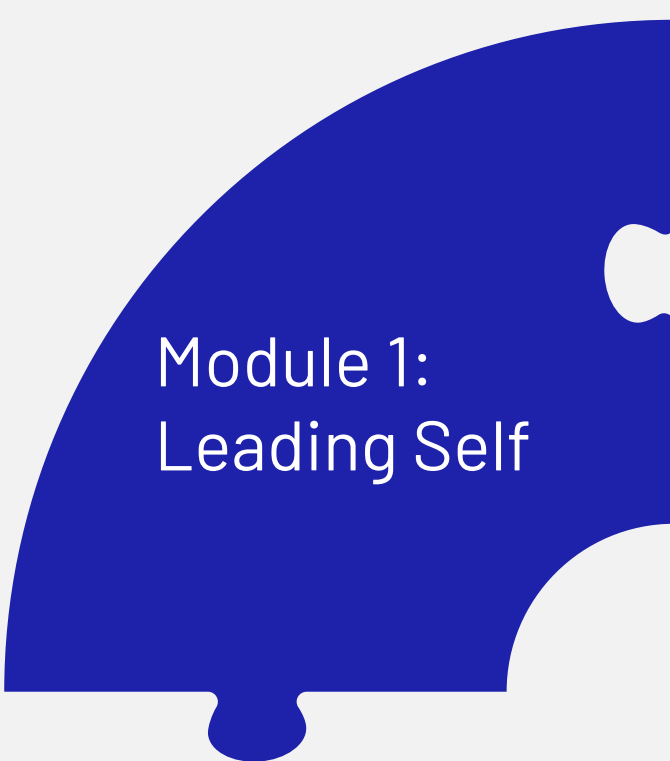
LEARN MORE



Advanced Leadership Program



Module 1: Leading Self



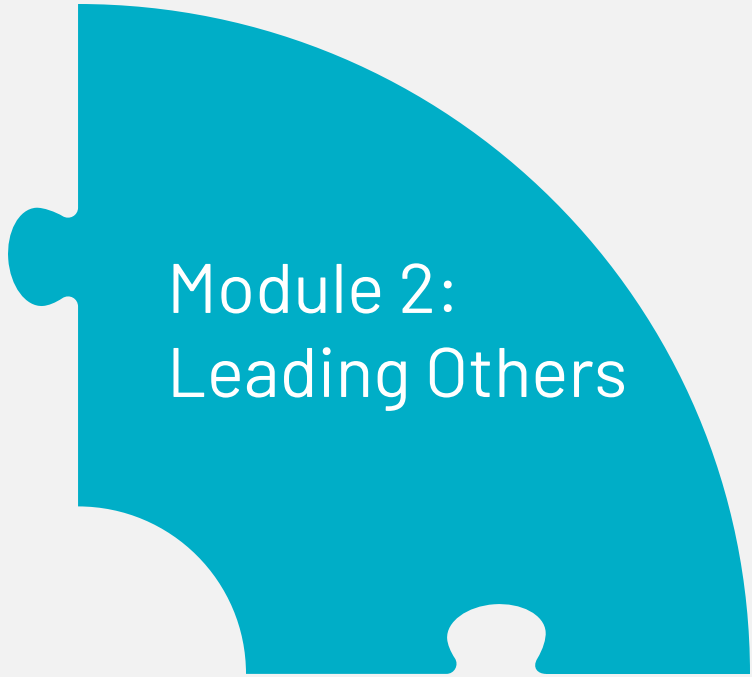
- ☐ Legacy Leadership best practices
- ☐ Learn how to coach and be coached
- ☐ Uncover your leadership style
- ☐ Understand your personal EQ
- ☐ Learn the impact of emotional intelligence

This module uses self-reflection to support leadership growth through understanding strengths and weaknesses for improved communication and effectiveness.

Advanced Leadership Program



- ☐ Understand how leaders differ from managers
- ☐ Learn how to create allies, build trust, and avoid actions that reduce trust
- ☐ Strengthen negotiation skills
- ☐ Learn how to arrive at 'win-win' solutions while achieving mutual business gain
- ☐ 360 assessment review



Module 2: Leading Others

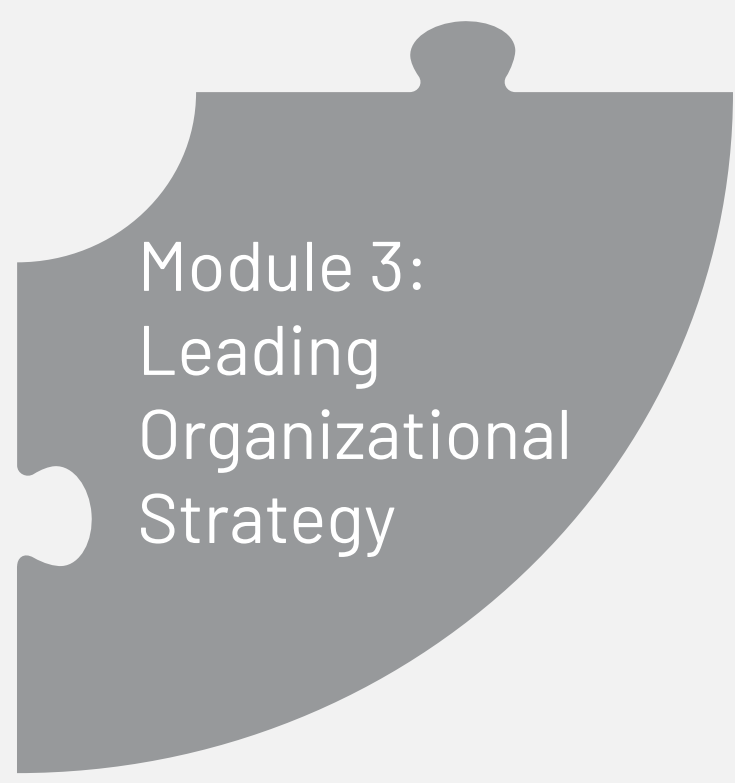
This module delivers tools and techniques to build trust, enhance relationships, support successful negotiations, and inspire people towards a common goal.

Advanced Leadership Program



This module teaches how to assess organizational readiness for change, develop and prioritize change strategies and objectives, analyze risk, and overcome resistance.

- ☐ Inclusive leadership strategies and tools
- ☐ Organizational values and principles
- ☐ Strategies for aligning the Strategic Change Plan with the organization's culture and objectives
- ☐ Change Model to understand the transition process and the implications for leaders

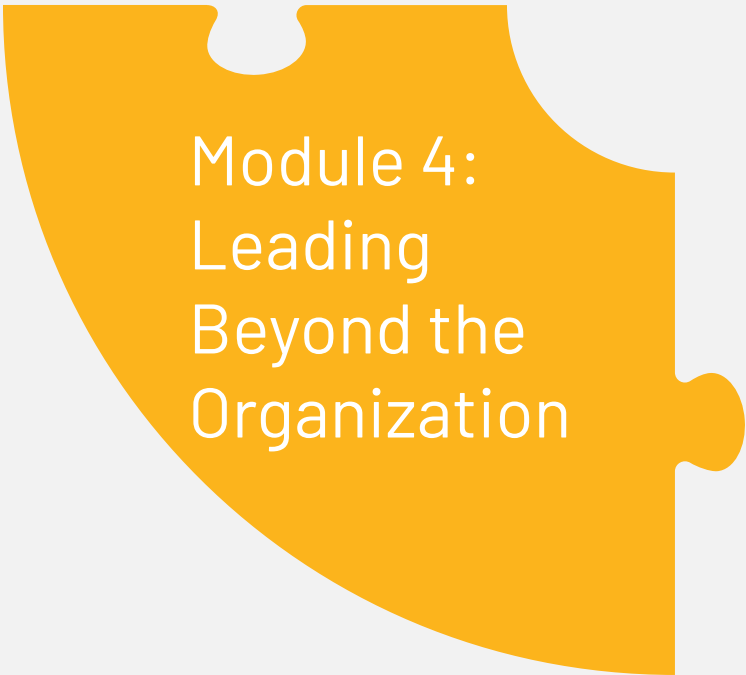


Module 3:
Leading
Organizational
Strategy



Advanced Leadership Program

This module reviews governance, integrity, and ethics best practices and examines the role of corporate social responsibility in balancing economic and social goals.



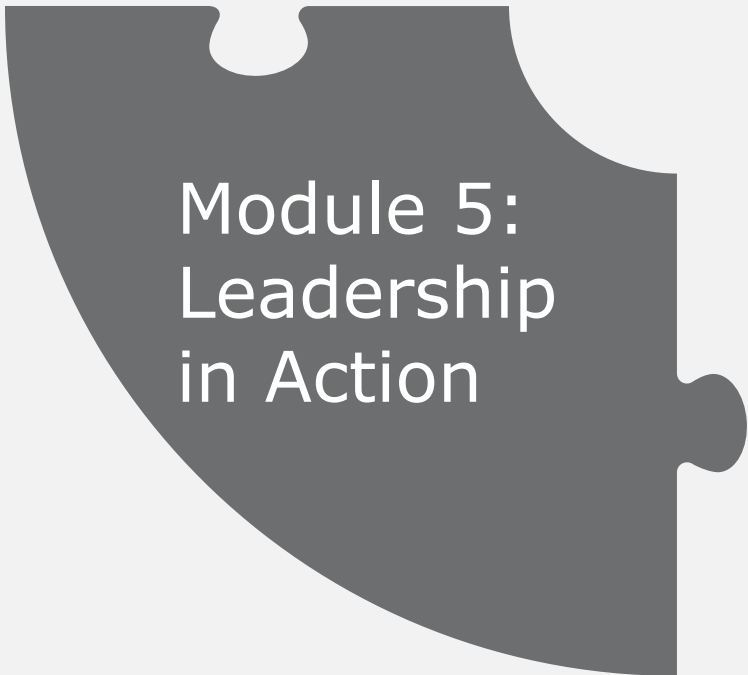
Module 4: Leading Beyond the Organization

- ☐ Employing risk management to improve decision-making, increase capacity, and enhance performance
- ☐ Director liability and governance best practices
- ☐ Incorporating environmental, social, and government goals into the business model



Advanced Leadership Program

This module focuses on the lessons learned in the program and gives participants the opportunity to share what they have put into practice or are attempting in their real-world environment.



Module 5: Leadership in Action

- ☐ Applied Learning Report submission and presentations
- ☐ Strategies for moving forward

Advanced Leadership Program



Executive Coaching

- ◆ Each participant is assigned an executive coach
- ◆ Access available throughout the program
- ◆ One-on-one sessions to discuss challenges
- ◆ Expert advice from seasoned coaches



Hear from our ALP Graduates



"The Advanced Leadership Program at the Gardiner Center was instrumental in providing such an excellent interactive environment for learning. The Gardiner Center provided a wide range of expert facilitators and the class itself consisted of a diverse range of organizations that collectively enhanced the learning experience of this program. The ALP program is an invaluable investment in yourself and your continued development as a leader."

Krista Tapper, 2023 Graduate
Human Resources Advisor, Pennecon

"This program has provided me with structure, tools and confidence to excel in leadership at many levels, from leading myself, those closest to me, our whole organization and beyond. It has helped me recognize my role as a leader, my strengths and weaknesses and to embrace them while always striving to improve. I would highly recommend this training to anyone looking for a challenging and meaningful professional development experience."

Jason King, 2022 Graduate
Chief Administrative Officer, Western Regional Service Board

"I sought out Gardiner Centre's Advanced Leadership Program because it was a place for me to develop better as a leader, I wanted to network with colleagues that I hadn't had an opportunity to meet previously in my career and I really felt it would be a good place for me to grow."

Margo Edison, 2020 Graduate
Regional Director, Fisheries and Oceans Canada



Personal Leadership Development Program



Personal Leadership Development Program

WWW



LEARN MORE

Tap into an authentic, connected, and emotionally tuned-in leadership mindset that boosts commitment to achieving professional visions and personal goals. The result – your workplace culture will thrive, becoming healthier, inspired, and energized.

Key Learning Outcomes

- Recognize and influence behaviours in others in order to effectively lead projects, effect change, and enhance team performance to achieve desired goals and outcomes.
- Understand personal leadership styles and strengths in self and others.
- Demonstrate authentic appreciation practices to communicate appreciation and encouragement to teams.
- Examine what mindful leadership is and how it helps leaders become more productive, focused and in tune with those around them.
- Learn strategies to foster psychologically safe workplaces that build a positive and inclusive workplace culture.

Hear from our PLDP Graduates

"I found great value in participating in the Personal Leadership Development Program at Gardiner Centre. The instructors demonstrated a high level of expertise and effectively engaged a diverse group of leaders. I have gained valuable insights and practical techniques that will aid in my leadership development and benefit my entire team. I am employed in the field of diversity, equity, and inclusion, and I believe that I have expanded my skill set significantly. I am currently exploring other professional development opportunities offered by Gardiner Centre and am eager to continue learning and growing through their programs."

Kelly Brewer-Balch, 2024 Graduate
ADM(Mat) Level 1 Diversity and Inclusion Program Manager,
MGMC, COS(Mat), Department of National Defence /
Government of Canada

"The Personal Leadership Development Program was, by far, one of the best programs I have ever been involved with. Everyone in a leadership role should complete this program as it teaches you so many techniques on how to deal with staff and approaching difficult situations. The facilitators were awesome and had a wealth of knowledge. This program has benefited me immensely as I now have a better grasp on best practices dealing with staff."

Steven Batten, 2021 Graduate
Foreperson of Municipal Enforcement, Town of Paradise



Supervisory Management Skills Program



The Supervisory Management Skills Program is designed to enhance personal and team performance and enable leaders to build forward momentum in their teams and organizations. This 15-day program is delivered in three, five-day modules each focused on critical skills development areas to specifically support supervisors and managers. Each module provides an interactive learning experience using group discussion, case studies, self-assessment activities, structured exercises, and skills practice. The focus is on learning practical skills and theory while gaining valuable insight through networking and sharing experiences with peers.

Key Learning Outcomes

- Performance coaching techniques and communication tools to maximize workplace relationships, improve employee self-efficacy, and increase productivity.
- Skills in labour relations, employee discipline, and conflict management to improve morale and reduce absenteeism and turnover.
- Skills and techniques to become an effective supervisor and confident decision-maker.
- Increased functional knowledge in planning, problem-solving, and time management to improve performance and proficiently adapt to organizational change.
- An understanding of the impacts of working with employees from different generations.
- Learn best labour practices to bring to the organization for an improved work environment.
- The benefit of learning together with a network of supervisors from a variety of organizations and industries.

Supervisory Management Skills Program



Complete one, some, or all modules in any order.
Total Continuing Education Contact Hours: 105

Supervisory Management Skills Program



Functional Responsibilities of the Supervisor

- ☐ The Role of The Supervisor
- ☐ The Critical Thinking Approach for Better Problem Solving
- ☐ Leading an Age-Diverse Workforce
- ☐ Managing Projects and Events
- ☐ Time Management and Workload Balance

Supervisory Management Skills Program



Communications and Team Development

- ☐ Building and Enhancing Workplace Relationships
- ☐ Strategies for Building a High-Performing Team
- ☐ Critical Communication Skills for Supervisors
- ☐ Performance Coaching
- ☐ Managing Difficult Conversations

Supervisory Management Skills Program



- ☐ Conflict Management and Resolution
- ☐ Engaging and Motivating Employees
- ☐ Understanding Workplace Harassment and Stress
- ☐ Integrating Wellness and Belonging at Work
- ☐ Employment Law for Supervisors



**Managing
Employee
Relations**

Hear from our SMSP Graduates



"SMSP (Supervisory Management Skills Program) has been a pivotal program for the professional development of our Team Leaders at Superior Glove. One of our main priorities is to provide our incredible team the proper resources to become successful in their position (and beyond), and the 3 week course that SMSP offers through Memorial University of NL (MUN) has allowed us to do that for over 3 years now."

Carleigh Roughley,
Marketing & Community Engagement Specialist, Superior
Glove

"I very much enjoyed the whole week. I gathered an array of new knowledge and techniques to take back to my workplace. I have grown my skills as a supervisor and look forward to continuing [the program] in the next couple of months."

Vanessa Morris,
Controller, FFAW



Advanced Administrative Professionals Program

WWW



LEARN MORE

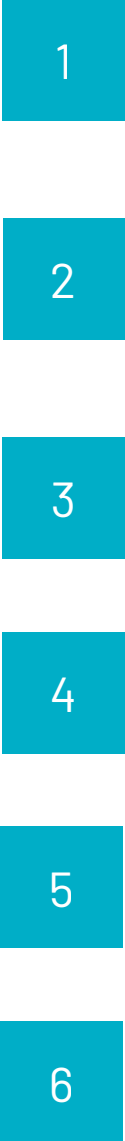
This program provides the skills and tools to enhance participants' confidence and influence in their role. Participants strengthen communications across all levels of their organizations and learn to apply leadership strategies to better manage their varied responsibilities.

Key Learning Outcomes

- Maximizing and improving workplace relationships.
- Expanding communication skills and outreach at all levels.
- Projecting confidence and building influence with those around you.
- Mastering leadership strategies to apply in challenging situations.
- Managing multiple events and projects in an efficient and effective way.
- Responding to, understanding and adapting to organizational change.



Advanced Administrative Professionals Program



1

Critical Workplace
Communications

2

Confident Leadership: Building
Influence and Personal Confidence

3

Building and Enhancing Workplace
Relationships

4

Adapting to Change

5

Working in an Age-Diverse
Environment

6

Managing Projects and Events

Hear from our AAPP Graduates and IAAP Director

"I thoroughly value the Advanced Administrative Professionals Program as it gave an opportunity to refresh skills I had previously gained through Gardiner Centre, as well as provided me the experience of learning new topics all related to my career in Administration. Every instructor presented their session through engaging presentations, scenario-based activities, and interactive discussions with others working in Administrative fields. I found the sessions on Managing Multiple Projects & Events and Working in Age-Diverse Environments especially valuable. Since completing the program, I have been using what I learned and sharing this knowledge with others in my office every day."

Heather Brown, Administrative Assistant | CBDC Labrador

"All topics were perfect for the type of work we do on a day-to-day basis. There is always room for growth and this program has certainly helped me grow more. The "Working in a Multigenerational Environment" topic was one of those that really peaked my interest and certainly opened my eyes to other perspectives - it was great session! The other topics continued to teach me new ways to view things, approach things and most importantly to step back, pause, evaluate and move ahead. I will certainly recommend this program to everyone I know who will benefit from it!"

"The Administrative Profession is continuously evolving. Gardiner Centre and the International Association of Administrative Professionals (IAAP) recognize this fact and by developing the Advanced Administrative Professionals Program around the IAAP Body of Knowledge, the Gardiner Centre acknowledges the value that our profession brings to every business and industry where we work."

- Debbie Chafe, B.Ed., CAP
IAAP Branch Director for Newfoundland and Labrador.



Leadership Short Courses and Special Topics

SURPASS



1

Targeted, practical, and impactful learning opportunities

2

Time efficient learning

3

Flexible learning options

4

Cost effective

5

Exposure to current trends

6

Peer to peer networking



Leadership

Short Courses and Special Topics

Gardiner Centre offers a range of short courses and special topics designed to enhance leadership skills and drive professional growth. Led by experienced instructors, our programs provide practical, results-driven learning to help you lead effectively and tackle organizational challenges. Below is a list of our Leadership Short Courses and Special Topics, designed to support your leadership development.

1. Appreciative Leadership: Techniques for Motivating Teams
2. Culturally Responsible Leadership and Management
3. Engaging Others
4. Inclusive Leadership
5. Leadership Essentials
6. Leading Organizational Change
7. Leading Strategy and Change
8. Leading an Age-Diverse Workforce
9. Leading and Engaging a Remote Workforce
10. Leading with Emotional Intelligence
11. Legacy Leadership: A Framework for Leaders
12. Strategies for Building a High-Performing Team
13. The Mindful Leader
14. The Role of the Supervisor



Looking for more information on one of our programs?
Follow-up with our Open Enrollment Partnerships Lead:

Melissa Kelly | mkkelly@mun.ca | 709-864-8883

Looking for something more custom? Connect with our
Custom Training Team:

Susan Arscott | sarscott@mun.ca | 709-864-3596
Pearce Burton | pearce.burton@mun.ca | 709-864-2131



709-864-7977



www.mun.ca/gardinercentre



Suite 1014, Emera Innovation Exchange
100 Signal Hill Road
St. John's NL A1A 1B3



**BUSINESS
ADMINISTRATION**