

September 6 - October 8, 2021 | E-LEARNING and VIRTUAL

16th Annual Executive Development Program for State Officials

17 Hour e-Learning and Virtual Program

Improve your knowledge and skills and broaden your perspective in your role as a leader.

This program is designed around the Executive Leadership Competencies:

- Business Acumen
- Leading Change
- Leading People
- Results Driven
- Building Coalitions/Communication

**Optional project component to earn Advanced digital badge*

In cooperation with
Oklahoma State University and
the University of Oklahoma



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THE CHALLENGE

Leaders from all public agencies are under increased pressure to produce results. With limited resources and flexibility, how can public executives achieve such improvements?

THE PROGRAM

You are invited to attend The Executive Development Program for State Officials, uniquely designed for top executives. The program is a collaboration of Oklahoma State University and the University of Oklahoma. This extensive program is designed around five Executive Leadership Competencies: Business Acumen, Leading Change, Leading People, Results Driven, and Building Coalitions/Communication.

THE BENEFITS

The Executive Development Program offers the following benefits:

- An educational experience designed to improve the way you think and make decisions
- An opportunity for you to exchange ideas and learn new skills in a virtual and interactive setting
- A pooling of resources from Oklahoma State University and the University of Oklahoma to deliver a top-quality program

WHO SHOULD ATTEND?

The program is designed for cabinet secretaries, agency directors, and top-level executives within state government and other organizations.

WHAT YOU WILL LEARN

Within the five core competencies, participants will be able to develop and enhance the following:

- Understand the scope of the executive
- Be able to develop and implement decisions and understand the potential impact of decision-making
- Understand organizational change and how it affects others
- Identify a sense of strengths and development areas in specific behaviors, which can help you achieve goals
- Become aware of cultural and environmental changes that will affect the future of the agency
- Identify the keys to relationships, communication and interpersonal team building, and inter-organizational cooperation to implement programs effectively

PROJECT COMPONENT

The program also includes an optional project component for participants to complete in the six months following the program. Participants will identify a project with the help of their supervisor that is founded on the program's executive leadership competencies. Participants who complete the project component will receive an Advanced digital badge from OSU and OU.

In cooperation with Oklahoma State University and the University of Oklahoma



THE PROGRAM'S UNIQUE ASPECTS | 2021

The 16th Annual Executive Development Program is a customized executive education program developed especially for top-level state officials. This is a 17 hour program with approximately 3 hours of virtual and e-learning instruction per week via recorded videos and live Zoom sessions. The program is presented by outstanding faculty, all of whom are widely acknowledged experts in their respective fields.

TOPICS

Ethical Leadership in the Public Sector

Maribeth Kuzmeski, OSU

This interactive, insightful and entertaining session will share common ethical issues and common causes of those issues. Attendees will gain guidance on upholding the obligation to act in the public interest while meeting professional responsibilities. Common responses and actions to ethical issues in the workplace will be discussed as well as the foundational knowledge of the moral dimensions of business helpful for recognizing, interpreting and reacting to ethical issues. Topics in the session include professional standards, values and norms, and ethical theories.

DiSCover your Leadership Strengths

Matt Bowler, OSU

Personality aside, individuals have their own styles of responding and adapting to work settings and other people. The best leaders understand why and how people act the way they do. Use the DiSC model to gain this crucial knowledge. DiSC is a widely used self-discovery tool and model of human behavior that people use to understand why and how they and others say and do things based on their style tendencies. Once people understand these behavioral styles, they can gain new and valuable S.O.S. insights — awareness of Self, Others, and Situations they encounter.

Powerful Communication Skills for Leaders

Ryan Bisel, OU

This session explores leadership communication from the perspective of crafting effective messages, role modeling and listening with intensity. Using principles of organizational culture, trust, and justice, this session reveals how leaders can strategically craft messages that maximize employee buy-in and explores the effect of leadership communication as a reflection of organizational values.

Using Evaluations and Motivational Skills to Create a High Performance Work Environment

Michael Buckley, OU

Individuals come to work motivated to perform and yet organizations demotivate employees by implementing practices that are less than optimal in capitalizing on that motivation. In order to remedy this issue, there must first be an understanding of how this happens, what can be done to avoid this problem, and strategies that enable the capitalization on individual's motivation. Performance evaluation will be used as an illustration of how to motivate individuals to become the best contributors possible.

Organizational Problem Solving for State Initiatives Using Action Learning

Patrick Malone, American University

This session provides a unique opportunity for state leaders to tackle real-time agency problems using action learning. Using reflective questioning in addressing organizational challenges, attendees develop and refine the leadership competencies necessary to lead effectively in the workplace. Individuals and/or teams then put forth carefully conceived, practical action plans for real-time agency challenges. All the while, individuals hone personal leadership skills and build an interconnected fabric of professionalism that enhances the performance and learning culture of their respective organizations.

Creating an Inspiring Employee Centric Team

Pearl Sumathi, OSU

This session will discuss how to methodically build a purpose driven team by taking an empathetic approach. Human-centered design (HCD) is a problem-solving process grounded in empathy and the needs of the people for whom the process is designed. By adopting this framework, managers can create a collaborative process of managing a team with practices and processes that keeps the needs of employees in its center and invigorate and empower employees to reach their full potential.

Leading through Persuasion and Influence

James Stapp, OSU

What are the lessons one can learn from professionals and organizations where the ability to influence, lead, and move others to action has the highest stakes? Where does the ability to persuade and move others to action come from? How can you build and enhance this skill as a leader?

This session demystifies the persuasive communication process by identifying five key skills (resilience, engagement, adaptability, creativity, and timing) that generate influential persuasion in critical situations: Drawing on examples and case studies, you will learn specific strategies that can help you build trust, enhance leadership potential, and drive positive change within your organization.

Coaching Skills for Leaders

Raj Basu, OSU

Coaching is an effective and important tool for enhancing employee performance. Explore how you can use role modeling, goal setting, and constructive performance feedback to improve your employees' learning, motivation, and performance.

Driving Organization Performance Through Employee Engagement

Abbey Davis, OSU

According to a recent Gallup poll, only 33% of employees are engaged at work in the United States. Their research also states that work groups who perform in the top quartile of employee engagement, outperform bottom quartile units by 22% in profitability and 21% in productivity. With this significant of an impact on bottom line results, how can we better leverage employee engagement to drive organizational performance? In this session, participants will learn more about the strategic advantages employee engagement can offer and what leaders can do to foster an engaged workforce.

**Additional zoom sessions with faculty may be added as needed or requested by participants.*

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APPLICATION

Please complete the enclosed application form and return it to Oklahoma State University. There is an early bird discount for registrations received by August 2, 2021. All registrations must be received by August 27, 2021. Enrollment confirmations will be sent to participants.

DATE AND FEES

Date: September 6 - October 8

Early Bird Registration received by August 2, 2021

\$1,350 per person, which includes online instruction (faculty videos, discussions and chats through a Learning Management Software and interaction with faculty through video conferencing software) and all electronic program materials.

Registrations received between August 3 and 27, 2021

\$1,550 per person, which includes online instruction (faculty videos, discussions and chats through a Learning Management Software and interaction with faculty through video conferencing software) and all electronic program materials.

E-LEARNING AND VIRTUAL PROGRAM (17 HOURS OF ONLINE INSTRUCTION)

This online program will be held through the month of September and first week of October with each week having set prerecorded seminars and Zoom sessions led by university faculty. In addition to viewing seminars and attending live Zoom sessions, participants will be expected to answer discussion/review questions and participate in discussions to help facilitate the learning process. This online program will allow leaders the flexibility to view the professional development sessions at their convenience. Only zoom sessions have listed times as identified in the brochure. Note the added benefit of a completed project option as listed on page 2.

CANCELLATION POLICY

All cancellations must be received in writing from the sponsoring organization. A full refund will be made for cancellations received by August 2, 2021. Cancellations received after that date may be charged fees based on expenses already paid in the participant's behalf. Substitutions may be made until August 27, 2021.

FACULTY/INSTRUCTORS

Dr. Raj Basu, Associate Professor, Department of Management, Spears School of Business, Oklahoma State University

Dr. Ryan Bisel, Professor, Organizational Communication, Department of Communication, The University of Oklahoma

Dr. Matt Bowler, Associate Professor, Department of Management and Director of the OSU MBA Program, Spears School of Business, Oklahoma State University

Dr. Michael Buckley, JC Penney Company Chair of Business Leadership, Professor of Management and Professor of Psychology, Michael F. Price College of Business, The University of Oklahoma

Abbey Davis, Director, Eastin Center for Career Readiness, Spears School of Business, Oklahoma State University

Dr. Maribeth Kuzmeski, Assistant Professor of Professional Practice, School of Marketing and International Business, Spears School of Business, Oklahoma State University and President, Red Zone Marketing

Dr. Patrick Malone, Director, Key Executive Leadership Programs, Department of Public Administration and Policy, American University, Washington, D.C.

James Stapp, Lecturer of Business Communications, Department of Management, Spears School of Business, Oklahoma State University

Dr. Pearl Sumathi, Assistant Professor of Practice, Department of Management, Spears School of Business, Oklahoma State University



2021 Executive Development Program

— for State Officials Schedule —

Week 1 September 6-10	Week 2 September 13-17	Week 3 September 20-24	Week 4 September 27- October 1	Week 5 October 4-8
<p>Virtual Workshop: Ethical Leadership in the Public Sector</p> <p><i>Maribeth Kuzmeski</i></p> <p>Live, Virtual session</p> <p><i>September 9</i> 10:00 am—Noon</p>	<p>Virtual Workshop: DiSCover your Leadership Strengths</p> <p><i>Matt Bowler</i></p> <p>Live, Virtual session</p> <p><i>September 14</i> 10:15 am—11:30 am</p>	<p>Virtual Workshop: Creating and Leading an Inspiring Employee Centric Team</p> <p><i>Pearl Sumathi</i></p> <p>Live, Virtual session</p> <p><i>September 23</i> 10:00 am—11:45 am</p>	<p>Virtual Workshop: Organizational Problem Solving for State Initiatives Using Action Learning</p> <p><i>Patrick Malone</i></p> <p>Live, Virtual session</p> <p><i>September 28</i> 10:00 am—Noon</p>	<p>Virtual Workshop: Coaching Skills for Leaders</p> <p><i>Raj Basu</i></p> <p>Live, Virtual session</p> <p><i>October 8</i> 10:00 am—Noon</p>
<p>DiSCover your Leadership Strengths</p> <p><i>Matt Bowler</i></p> <p>Self-paced eLearning content</p> <p><i>1 Hour</i></p>	<p>Powerful Communication Skills for Leaders</p> <p><i>Ryan Bisel</i></p> <p>Self-paced eLearning content</p> <p><i>1.5 Hour</i></p>	<p>Organizational Problem Solving for State Initiatives Using Action Learning</p> <p><i>Patrick Malone</i></p> <p>Self-paced eLearning content</p> <p><i>2 Hours</i></p>	<p>Leading through Persuasion and Influence</p> <p><i>James Stapp</i></p> <p>Self-paced eLearning content</p> <p><i>1 Hour</i></p>	<p>Driving Organization Performance for Government Through Employee Engagement</p> <p><i>Abbey Davis</i></p> <p>Self-paced eLearning content</p> <p><i>1.25 Hour</i></p>
	<p>Using Evaluations and Motivational Skills to Create a High Performance Work Environment</p> <p><i>Michael Buckley</i></p> <p>Self-paced eLearning content</p> <p><i>2 Hours</i></p>			<p>In-person: Panel discussion and reception</p> <p>Tentative Date: October 8 Tentative Time: 3:00 pm — 5:00 pm Location: TBA, Oklahoma City, OK</p>



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