UCI Extension

Leadership

Organizational Leadership & Communication Certificate Program

Accelerate Your Career

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University of California, Irvine
Improve Your Career Options with a Professional Certificate

University of California, Irvine
Extension’s professional certificate and specialized studies programs help you increase or enhance your current skills or prepare for a new career. Courses are highly practical and instructors are qualified leaders in their field. Convenient online and evening courses make it easy to learn on your own time, in your own way. A certificate or specialized studies award bearing the UC seal signifies a well-known, uncompromising standard of excellence.
In today’s demanding workplace, managers are constantly challenged to find new and innovative ways to involve and motivate employees and affect positive change that improves the company’s bottom line. The Organizational Leadership & Communication Certificate Program focuses on the practical skills professionals need to develop and maintain in order to lead others and be an agent of change. This program begins by teaching participants the fundamentals of leadership and continues by teaching participants valuable skills in interpersonal communication, small group communication, conflict management, intercultural communication, writing, and managing organizational change.

According to the 2012-2013 Edition of the Occupational Outlook Handbook published by the United States Bureau of Labor Statistics, persons interested in becoming managers should have good leadership and communication skills and be able to establish effective working relationships with many different people. They also must be able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines. Successful managers must be well rounded and have excellent leadership and communication skills.

Who Should Attend
This program is targeted to managers who want to become effective leaders and change agents in their organizations through competencies in people-management skills, effective communication skills, conflict management skills, and team-building skills.

Certificate Requirements
A certificate is awarded upon completion of eight (8) courses with a grade of “C” or better for a total of 16 units and 160 hours of instruction.

After you have completed all requirements, you may request to receive your official certificate by completing the Request for Certificate Form and returning it to our offices as noted on the form. All requirements must be completed within five (5) years after the student enrolls in his/her first course.

Transfer Credit
Students who complete the Organizational Leadership & Communication Certificate Program are eligible to transfer credits into the University of Wisconsin-Platteville’s Master of Science in Organizational Change Leadership.

Program Benefits
- Communicate ideas clearly, powerfully, and intentionally to inspire and lead others to create vision, shape culture, and achieve organizational goals
- Develop strong interactive communication skills to strengthen relationships across teams, departments, and hierarchical levels
- Develop communication strategies for team building to effectively collaborate for better problem solving and decision making
- Transform destructive conflict into constructive conflict while building trust in the organization and creating a productive working environment
- Recognize cultural differences within and across organizations and use best communication practices to enhance understanding and good will
- Plan, introduce, and implement a successful change with employee support in today’s complex business environment
- Build, manage, and lead virtual teams at a distance while implementing strategies to maximize collaboration and productivity
- Use powerful writing skills to compose effective messages that produce desired results in various business contexts
Foundations of Leadership  
MGMT X497.32 (2 units)  
Examine leadership and how it helps organizations achieve goals and bottom line results. Components of leadership, leadership styles, and sources of power will be explored.

Interpersonal Communication  
MGMT X497.33 (2 units)  
Examine the interpersonal communication concepts essential to building relationships and achieving success in the workplace. Verbal communication, nonverbal communication, active listening, team building, and communication settings will be explored.

Leading Small Groups  
MGMT X497.34 (2 units)  
Examine the communication and leadership skills necessary to lead thriving work teams. Developing team vision and goals, management roles, group norms, and groupthink will be explored.

Conflict Resolution  
MGMT X497.35 (2 units)  
Examine conflicts that occur between individuals, and in teams, departments, or organizations. Types of conflict, styles of conflict, and conflict resolution strategies will be explored.

Communicating Across Cultures  
ANTHRO X497.36 (2 units)  
Examine intercultural communication in today’s global and diverse workplace. Verbal and nonverbal communication across cultures as well as culture cues will be explored.

Managing Organizational Change  
MGMT X497.37 (2 units)  
Examine the process of planning and implementing change. Communication practices during planned and unplanned change, change strategies, and leading groups through change will be explored.

Program Fees  
Course Fee $590 per course  
Candidacy Fee $125  
Textbooks $100 per course (approximately)

On-Site Training  
Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company’s specific needs. Visit extension.uci.edu/corporate or call (949) 824-1847 for information.

Advisory Committee  
- Stacey Connaughton, Ph.D., Director of Graduate Studies, Purdue University  
- Pete Evanow, Public Relations Executive  
- Patty Malone, Ph.D., Assistant Professor, California State University, Fullerton  
- Gary Ruud, Ph.D., Associate Professor, California State University, Fullerton

Curriculum

For more information:  
Francine Berg  
Program Representative  
(949) 824-4661  
fberg@uci.edu
Virtual or Remote Management and Communication
MGMT X497.38 (2 units)
Examine the management of teams working remotely. Virtual organizations and teams, team building, defusing conflict, building trust, and developing organizational identification among workers will be explored.

Concise Writing
MGMT X497.39 (2 units)
Examine effective written communication in the workplace. Preparing and writing messages based on context as well as content, style, mechanics, structure, and word usage will be explored.

“Interpersonal skills are essential not only to managers in a business environment, but to everyday life. Yet, it is a discipline which is rarely taught. Engaging with the various instructors and learning from their experiences really brought the subject matter to life. The Organizational Leadership and Communication program improved my understanding of team dynamics and has helped me communicate and manage work relationships more effectively.”

– Marina Sun, Program Graduate

Accelerated Option (On-Campus)

The Organizational Leadership & Communication Certificate Program – Accelerated Option allows students to complete the entire program on select weekends over a 6-month period.

Program Schedule
Each course is held over one weekend, Saturday-Sunday, 8:00am-5:00pm, and requires a project or exam to be completed online the following week.

- Foundations of Leadership
- Conflict Resolution
- Leading Small Groups
- Interpersonal Communication
- Communicating Across Cultures
- Managing Organizational Change
- Virtual or Remote Management and Communication
- Concise Writing

Location: UC Irvine Campus
Fee: $4,720
Fees are subject to change without prior notice.

See program dates at extension.uci.edu/olcaccelerated
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