CAREER INSIGHT
ORGANIZATIONAL LEADERSHIP AND COMMUNICATION

The best companies are those that work as a team, supportive of each of its members, and sufficiently trained for their duties. Skills related to organizational leadership involve providing teambuilding and professional development, either through successful staffing or hosting on-site training. Jobs in this field help to identify area of improvement in the organization, both through technology and personnel.

KEY FINDINGS
High-growth industries face constant evolution in their software needs, and organizational leaders are essential to helping employees adapt to new workplace technology.

A bachelor’s degree or better is typically required of training specialists.

Orange County’s growth outlook for organizational leadership—particularly in HR—is estimated to be positive, but job openings per month in training and development are less common.

MOST IMPORTANT TASKS AND DUTIES

1. Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.
2. Design, plan, organize, or direct orientation and training programs for employees or customers.
3. Other specific training programs to help workers maintain or improve job skills.
4. Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.
5. Observe, record, or develop training procedures manuals, guides, or course materials, such as handouts or visual materials.

Training and Teaching Others
Active Listening
Communicating with Supervisors and Peers
Oral Comprehension
Organization
Written Comprehension
Attention to Detail
Instructing
Cooperation
Thinking Creatively
Dependability
Getting Information
Integrity
Adapting Learning Strategies
Monitoring
Establishing and Maintaining Relationships

EDUCATIONAL LEVEL BY TYPE

Bachelor’s 55% 1
Master’s 27% 1
Post-Bacc Certificate 11% 1
Other, 14% 1

TOP SKILL SETS

Education and Training

- English Language
- Customer and Personal Service
- Administrative and Management
- Personnel and Human Resources

EMPLEYMENT OVERVIEW

<table>
<thead>
<tr>
<th>State</th>
<th>Education EDD, OES 2014</th>
<th>Marketing Managers</th>
<th>Computer and Information Systems Managers</th>
<th>Sales Managers*</th>
<th>Financial Managers*</th>
<th>General and Operations Managers*</th>
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* ‘High Growth’ occupations are expected to grow rapidly in the next decade, will have large numbers of job openings, or are emerging occupations according to the U.S. Department of Labor.

RELATED COURSEWORK

- Strategic Leadership Development Cert. Program
- Business Administration Certificate Program
- Human Resources Management Certificate Program
- Essentials of Management
- Communication in a Diverse and Changing Workplace

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