### 2022-2023 EMDA CURRICULUM OVERVIEW

#### Quarter 1

**BEING A LEADER**

<table>
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<tr>
<th>Date</th>
<th>Topic</th>
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| C.7. Sept. 6th  
C.8. Sept 27th | Emotional Intelligence  
- Understanding your own Emotional Intelligence  
- Leveraging Emotional Intelligence in your teams (Emotional Intelligence 2.0 assessment) |
| C.7. Oct.11th  
C.8. Oct 18th  | Communication  
- Team communication  
- Meeting management  
- Delegation |
| C.7. Nov. 8th  
C.8. Nov.15th | Wellness  
- Understanding stress in teams  
- 5 stages of burnout  
- Effective time management |

#### Quarter 2

**BUILDING A TEAM**

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| C.7. Dec. 6th  
C.8. Dec. 13th | Team Development  
- Multi-generational teams  
- Developing trust within a team  
- Working with multiple types of people (MBTI assessment) |
| C.7. Jan.3rd  
C.8. Jan.10th | Accountability  
- Developing an accountability framework  
- Goal setting |
| C.7. Feb.7th  
C.8. Feb.14th | Managing Conflict  
- Conversational Intelligence  
- Influence |

#### Quarter 3

**BEING A MANAGER IN STATE SERVICE**

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| C.7. March 7th  
C.8. March 14th | Understanding the Budget Process |
| C.7. April 4th  
C.8. April 11th | Leveraging HR as a Business Partner |
| C.7. May 9th  
C.8. May 16th | Employment Relations  
- Investigations, discipline, workrules  
- Difficult conversations |

#### Quarter 4

**SUSTAINING YOUR TEAM**

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| C.7. June 6th  
C.8. June 13th | Coaching Your Team  
- Coaching questions  
- Developing a coaching mindset  
- Co-active coaching |
| C.7. July 11th  
C.8. July 18th | Managing Change  
- Time management tips and tricks  
- Strategies for implementation  
- Change and influence |
| C.7 Aug. 8th  
C.8. Aug.15th | Process Improvement  
- LEAN methodologies  
- Continuous Improvement |