



## 2020-2021 EMDA CURRICULUM OVERVIEW

### Quarter 1

### BEING A LEADER

Sept. 8th	<b>Emotional Intelligence</b> <ul style="list-style-type: none"> <li>- Understanding your own Emotional Intelligence</li> <li>- Leveraging Emotional Intelligence in your teams (Emotional Intelligence 2.0 assessment)</li> </ul>
Oct. 13th	<b>Communication</b> <ul style="list-style-type: none"> <li>- Team Communication</li> <li>- Meeting Management</li> <li>- Delegation</li> </ul>
Nov. 10th	<b>Time and Stress Management</b> <ul style="list-style-type: none"> <li>- Understanding stress in teams</li> <li>- 5 stages of burnout</li> <li>- Effective time management</li> </ul>

### Quarter 2

### BUILDING A TEAM

Dec. 8th	<b>Team Development</b> <ul style="list-style-type: none"> <li>- Multi-generational teams</li> <li>- Developing Trust within a team</li> <li>- Working with multiple types of people (MBTI Assessment)</li> </ul>
Jan. 12th	<b>Accountability</b> <ul style="list-style-type: none"> <li>- Developing an accountability framework</li> <li>- Goal setting</li> </ul>
Feb. 9th	<b>Managing Conflict</b> <ul style="list-style-type: none"> <li>- Difficult Conversations</li> <li>- Conversational Intelligence</li> <li>- Influence</li> </ul>

### Quarter 3

### BEING A MANAGER IN STATE SERVICE

March 9th	Understanding the budget process
April 13th	Leveraging HR as a business partner
May 11th	Employment Relations (Investigations, Discipline, Work Rules)

### Quarter 4

### SUSTAINING YOUR TEAM

June 8th	<b>Coaching Your Team</b> <ul style="list-style-type: none"> <li>- Coaching questions</li> <li>- Developing a coaching mindset</li> <li>- Co-active coaching</li> <li>- 10 habits of coaching</li> </ul>
July 13th	<b>Managing Change</b> <ul style="list-style-type: none"> <li>- Time management tips and tricks</li> <li>- Strategies for implementation</li> <li>- Change and influence</li> </ul>
Aug. 10th	<b>Process Improvement</b> <ul style="list-style-type: none"> <li>- LEAN Methodologies</li> <li>- Continuous Improvement</li> </ul>