

## Special points of interest:

### Attendance Policy

Participants may still receive a certificate of completion after missing one session of the Leadership Institute. If more than one session is missed, participants will be invited to attend a comparable session at next year's Leadership Institute before receiving a certificate.

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## Welcome to the Leadership Institute Class of 2006-2007!

We are pleased to introduce the first issue of the Leadership Institute Newsletter! We hope that this will be an interesting and enjoyable way for you to stay informed about topics related to the Leadership Institute.

We also wish to congratulate you on your admission into the 2006-2007 Leadership Institute! The list of participants is impressive, and we

look forward to working with you in the coming months.

The Leadership Institute Class of 2006-2007 includes the following individuals: Patrick Akuffo, Lisa Brady, Karen Bunde, Julie Carlson, Suzanne Dugan, Virginia Fitzloff, Nancy Fitzsimons, Brenda Garbers, Kimberly Greer, Brian Groh, Margaret Hesser, Patricia Hoffman, Deborah Jesseman, Patti Kramlinger, Norma

Krumwiede, Tammy Kunze, Michael Lagerquist, Caryn Lindsay, Randall McClure, Gary McKinley, Sonja Meiers, Amy Mukamuri, Shirley Murray, Mark Parsley, Guynel Reid, Melissa Ridler, Valerie Roberts, Diane Roggow, Amy Roisum-Foley, Ronald Schirmer, Nancy Sprengeler, Kuma Takamura, Patrick Tebbe, Mary Visser, Lucette Wildt, Robin Wingo, and Marie Worrell.

## Leadership: Communicating with Style



We are privileged to have Linda Kluender present the first session of the 2006-2007 Leadership Institute.

Linda is the president and owner of Kluender Consulting

Group, located in North Mankato. Linda is a graduate of the University of Minnesota, and has held leadership positions in a variety of companies. Currently, she designs and facilitates work sessions focused on strategic planning, innovative work cultures, teambuilding, and leadership development.

"Leadership: Communicating with Style," will focus on the results of the DISC Behavioral Style Assessment, which Leadership Institute participants

will complete online prior to the session. We will learn characteristics of the four basic behavioral styles, how to "read" the predominant style of others, and how to make appropriate adjustments to ensure your message is heard and understood. We'll also learn how all four styles contribute to organizational success, and how we can play to our strengths for better team results.

## Housekeeping Details

The first session of the 2006 - 2007 Leadership Institute will be held on September 15, 2006 from 8:30am to 4:30pm at Old Main Village. Refreshments will be provided at every session. Please remember to turn off your cell phone!

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[www.mnsu.edu/  
humanres/profdev/](http://www.mnsu.edu/humanres/profdev/)

## Leadership Resources

Center for Engaged Leadership:  
<http://led.mnsu.edu/cell>

Leading from the Middle:  
[http://www.mc.maricopa.edu/  
community/chair/membership/  
july2006TipsandTools.pdf](http://www.mc.maricopa.edu/community/chair/membership/july2006TipsandTools.pdf)

Center for Creative Leadership:  
[http://www.ccl.org/leadership/  
index.aspx](http://www.ccl.org/leadership/index.aspx)

The 6Qs of Leadership:  
[http://www.lominger.com/pdf/  
The6QsOfLdrshp.pdf](http://www.lominger.com/pdf/The6QsOfLdrshp.pdf)

## To-Do List

1. **Due by September 1, 2006:** Complete the DISC assessment online. Go to [www.proception2.com/Pro2Questionnaire](http://www.proception2.com/Pro2Questionnaire). Your account short name is "MNSU1." Your password is "pr00332." After you login to the questionnaire site, follow the online instructions to complete the DISC assessment.
2. Please do not share the DISC link with non-Leadership Institute participants, as this will affect the reporting process.
3. **By September 15, 2006:** You will receive an email containing your DISC profile. Please print the report and bring it with you to the first session.

## What to do When the Instructor Can't Be in the Classroom Dr. Stewart Ross

Hello Leadership Institute Faculty,

Missing classes is the last thing MSU faculty want to do. However, there are reasons that force this to occur. The following suggestions are given by the Center for Excellence in Teaching and Learning in the spirit of developing ideas for this problem.

1. Check out the dates of the Leadership Institute before you complete your syllabus and see if you have conflicts. If not, you are lucky!
2. Look at any conflicts and think about how to make adjustments in the course so that you don't miss Leadership Institute days.
3. Perhaps one of your colleagues in your department could cover for you. You can return the favor, or maybe they are willing to do this just so you can be in the program.
4. As you prepare your syllabus try to set exams on the dates you will miss, if you have exams in your course. Then, look for a department proctor, a friend on the faculty, or a trusted graduate assistant to cover.
5. If giving a test isn't possible, have students

do something outside of the classroom on the missing day. Could they do a group assignment on campus, or a homework assignment related to the material you would have covered?

6. Invite a guest speaker to class on the days you will miss. Students get another perspective on a subject while allowing you to be elsewhere. Have them prepare questions or a journal entry about what they expect to keep students interested in the guest. You may need to have a colleague be in the classroom during the time the guest speaks.

7. For more advanced classes, have students plan the day (with your help) and get a report from the class at the end of the period.

8. Worst case scenario: cancel class and have students spend time studying an extra hour or so.

If you feel you will miss too many days to use these ideas, you should talk to your chair or dean to get clearance, or simply drop out of the program and try again next year. Whatever plan you develop, you should share this with your chair and colleagues so they know what is happening.

*"Find a middle ground between a doormat and a steamroller."*

*~Terry Paulson*