

COURSE MANAGEMENT

Attendance

- Participants are expected to attend all sessions - All sessions are from 8:30 - 4:30.
- Participants will be asked to sign an attendance sheet at each session
- Participants are expected to complete homework or on-line work as assigned.
- If you miss a session*, contact Christine Quinn cquinn@scmw.org

*Sessions may or may not be able to be made up depending on if excused or not excused. Commitment to the dates when signing up for the waiting list expected but we understand that some situations cannot be avoided. Completion of classroom consists of attendance at all eight (8) days. It is preferred and strongly advised to stay with the cohort that you begin with due to the networking and also consistency of message. Certification path is only allowed once the full classroom training has been completed.

Assignments

- You are expected to complete all assignments
- Required to read course texts: *Getting to Yes, Flawless Consulting, Leaders Handbook (subject to change)*

Grades

- Only students taking the training as an MSU course will receive grades.

Participation

- Everyone is expected to actively engage in classroom discussion and learning activities.
- Stay on the topic
- Don't monopolize – we learn from varied perspectives
- Don't interrupt – give all the opportunity to be heard
- Speak to the issue not the person
- Whole class discussions are facilitated to provide opportunity for all

Ground rules to enable learning

- Turn off the sound
- No open computers during class discussions
- Leave the room for calls
- Return from breaks on time
- Limit side conversations