



Duration:	<b>12 weeks</b>
Course:	<b>Leader Lab</b>
Instructor:	<b>Anne-Marie Smith</b>

**Course Objective:** The study and practical applications of people management, effective delegation, motivational techniques, conflict resolution, coaching, mentoring, performance evaluations and more.

**Bio:** Anne-Marie attended Harris Institute majoring in production/engineering and was hired by Warner/Chappell Music Publishing in 1992 as the A&R Coordinator. She was promoted to Creative Manager two years later and signed various songwriters including Glenn Lewis, Kardinal Offishall, Jilly Black & Saukrates to the company.

From 2010-2015, Anne-Marie was the Associate Producer at Clear Lake Historical Productions and worked on two documentaries entitled 'Jews and Baseball: An American Love Story' & 'AKA Doc Pomus'. She currently teaches four courses for the Artist Management program at Harris Institute and two courses for Seneca College's Independent Professional Songwriter program and Independent Music Producer Program.

Anne-Marie owns Lonestar Music Services, which provides business support to various clients including Polaris Music Prize Inc., NXNE, USS, and Iskwé, and has held positions both on the Ontario Media Development Corporation (OMDC) Board of Directors and the Canadian Independent Recording and Production Association Board (CIRPA).

Week	Topic
1	Course overview, Introduction to Management Principles
2	Recruitment / Effective Documentation
3	Leading Behavioural Interviews
4	Building Relationships and Communication
5	Review to Date
6	<b>ASSIGNMENT #1 DUE</b> (Presentation & Documentation)
7	Assigning Tasks to Directs
8	Techniques for Delivering Bad News
9	<b>ASSIGNMENT #2 DUE</b> (Presentation & Documentation)
10	Giving Feedback to Directs
11	Understanding Behaviour
12	<b>ASSIGNMENT #3 DUE</b> (Presentation, Documentation & Intern Review and Development Plan)

### Evaluation

Assignment #1	20%
Assignment #2	30%
Assignment #3	30%
Participation / Attendance	20%
<b>Total</b>	<b>100%</b>