

Leadership Skills

Course length: 0.5 day

Course Description

Course Objective: You will develop critical leadership skills so that you are able to step forward with confidence as a leader in your organization. You will develop practical, necessary skills such as managing your time well, communicating effectively, and delegating work to others. You will also learn what great leaders know: how to hire the right people, how to facilitate productive meetings and handle conflict among team members, and how to coach people to give their best job performance.

Target Student: This course is intended for a wide range of senior managers and supervisors who seek advanced training in organizational leadership.

Prerequisites: To ensure your success, we recommend you first take the following course or have equivalent knowledge:

- What Good Managers Do: The First 100 Days

Course Objectives

Upon successful completion of this course, students will be able to:

- Learn to position yourself to lead.
- Learn to build a winning team.
- Learn to lead with confidence.

Course Content

Lesson 1: Position Yourself to Lead

Topic 1A: Understand the Changing Role of Supervision

Topic 1B: Build Your Confidence and Self-Esteem

Topic 1C: Lead Organizational Change

Topic 1D: Manage Your Time

Topic 1E: Communicate Effectively

Lesson 2: Build a Winning Team

Topic 2A: Delegate to Succeed Through Others

Topic 2B: Coach to Improve Performance

Topic 2C: Conduct Valuable Performance Reviews

Topic 2D: Build a High-Performing Team

Topic 2E: Select and Hire Winners

Lesson 3: Lead with Confidence

Topic 3A: Facilitate Productive Meetings

Topic 3B: Manage Conflict

Topic 3C: Create a Motivating Environment

Topic 3D: Establish Goals and Action Plans

Topic 3E: Earn Followers in Your Leadership Role

