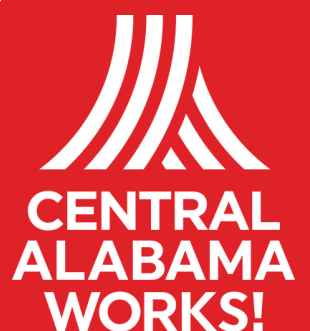


LEADERSHIP 1 COURSE OUTLINE

2024

Instructions Provided By:
AIDT





Regional Workforce Leadership Training

Leadership 1 Course Outline

I. Leading people

- A. Leadership overview
- B. Evolution of leadership
 - 1. Defining leadership
 - 2. Characteristics of a leader
 - 3. Modern leaders: Economic and Scientific
- C. Roles and responsibilities
 - 1. Brainstorming Exercise
- D. Situational leadership
 - Hersey-Blanchard Situational Leadership Model
 - 1. Telling/Directing
 - 2. Selling/Coaching
 - 3. Participating/Supporting
 - 4. Delegating
- E. An introduction to Kouzes and Posner
 - 1. Model the way
 - 2. Inspire a shared vision
 - 3. Challenge the process
 - 4. Enable others to act
 - 5. Encourage the heart
- F. Developing your leadership abilities
 - 1. The Circle of Influence
 - 2. Thinking outside the box
 - 3. The Pareto Principle and the Leader
 - 4. Encouraging growth in others
 - 5. Creating mutual respect
 - 6. The importance of trust
 - 7. Sharing rewards
 - 8. Celebrating accomplishments
 - 9. Making celebration part of your culture
 - 10. Creating an impact



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Leadership 1 Course Outline

II. Communication

- A. What is communication?
- B. How do we communicate?
- C. Understanding communication barriers
- D. Paraverbal communication skills
 - 1. Pitch
 - 2. Tone
 - 3. Speed
- E. Non-verbal communication
 - 1. All about body language
 - 2. Interpreting gestures
- F. Listening and Hearing
 - 1. Active Listening
 - 2. Benefits of Active Listening
 - 3. Types of Active Listening
 - 4. Tips for Conveying Clear Messages
 - 5. Comparison of Poor Listener and Active Listener
- G. Asking good questions
 - 1. Open
 - 2. Closed
 - 3. Probing
- H. Written communication
 - 1. Spelling and Grammer
 - 2. Writing e-mails

III. Teamwork

- A. What is a team?
- B. Types of teams
 - 1. Traditional
 - 2. Self-directed
 - 3. Virtual



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Leadership 1 Course Outline

III. Teamwork

- C. Making Meetings Work
- D. How to Make Meetings Work
 - 1. Before the meeting
 - 2. During the meeting
 - 3. After the meeting
- E. Solving problems as a team
 - 1. The Six Thinking Habits
 - 2. Encouraging Brainstorming
 - 3. Collaboration

IV. Leading Multiple Generations

- A. Multi-generational teams
 - 1. Baby Boomers
 - 2. Generation X
 - 3. Millennials
 - 4. Gen Zs
- B. Potential differences in attitude
 - 1. Respect
 - 2. Loyalty
 - 3. Work Ethic
- C. Potential differences in communicating
 - 1. Communication Preferences
 - 2. Feedback
 - 3. Speaking up to Authority
- D. Motivating each generation
- E. Unite employees of all ages
 - 1. Share Knowledge
 - 2. Build Community
- F. Comparison and summary of the generations