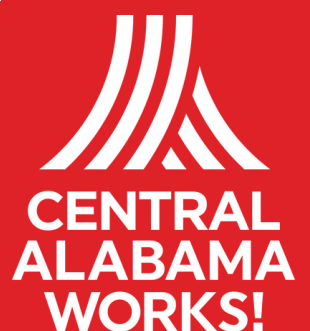# LEADERSHIP 1 COURSE OUTLINE

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

Regional Workforce Leadership Training
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

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