LEADERSHIP 2 COURSE OUTLINE

2024

Instructions Provided By:
AIDT

I. Personality Style Inventory

    A. Extroverts/Introverts

    B. Sensors/Intuitives

    C. Thinkers/Feelers

    D. Judgers/Perceivers

II. Diversity/Inclusion

    A. Introduction

    B. Definitions

    C. Visually Imperceivable Inequities

        1. Examples of Micro-Affirmations

        2. The Antidote: Micro-Affirmations

    D. Changing Your Personal Approach to Inclusion

    E. Showing Respect

        1. Different Ways of Conveying Respect

    F. Lead by Example

        1. Be Part of the Solution

        2. Respond with Grace while Setting the Record Straight

        3. Speak Up if You Hear Off Novice Behavior

    G. The "Fair" Way to Manage Diversity

        1. Feedback

        2. Assistance

        3. Inclusion

        4. Respect

III. Conflict Management

    A. An Introduction to Conflict Management

        1. What is Conflict?

        2. What Causes Conflict?

        3. When Should You Step In?

        4. What is Conflict Resolution?

III. Conflict Management

    B. Approaches to Conflict Resolution

        1. Negotiation

        2. Competition

        3. Avoidance

        4. Compliance

    C. Dealing With Upset Behaviors

        1. Behaviors to Avoid

IV. Motivating and Coaching Employees

    A. What is Motivation?

    B. Extrinsic vs. Intrinsic Motivation

    C. Creating a Motivational Enviroment

        1. Provide Interesting and Stimulating Work

        2. Set Challenging but Achievable Goals

        3. Provide the Right Rewards

    D. Coaching

        1. What is Coaching?

        2. Introducing the G.R.O.W Model

        3. Identifying the First Step

        4. Getting Motivated

        5. Reaching the End

        6. Transitioning the Employee