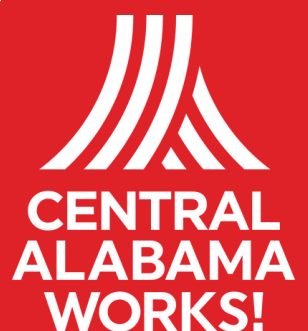


LEADERSHIP 3 COURSE OUTLINE

2024

Instructions Provided By:
AIDT





Regional Workforce Leadership Training

Leadership 3 Course Outline

I. Emotional Intelligence

- A. What is Emotional Intelligence?
- B. Personal Competencies
 - 1. Self-Awareness
 - 2. Self-Management
 - 3. Social Awareness
 - 4. Relationship Management
- C. Skills in Emotional Intelligence
 - 1. Accurately Perceive Emotions
 - 2. Use Emotions to Facilitate Thinking
 - 3. Understand Emotional Meanings
 - 4. Manage Emotions
- D. Apply EQ/EI Skills
 - 1. Understand and Manage Emotions in the Workplace
 - 2. Disagreeing Constructively
 - 3. Assessing a Situation
- E. Benefits of Emotional Intelligence

II. Informed Decision Making

- A. Characteristics of a Critical Thinker
 - 1. Curiosity
 - 2. Flexibility
 - 3. Common Sense
- B. Decision-Making Steps
 - 1. Define the Problem
 - 2. Gather the Facts and Data
 - 3. Organize the Information
 - 4. Develop Options
 - 5. Analyze the Alternatives and Make Your Decision
- C. Three Kinds of Decisions



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II. Informed Decision Making

D. What To Do When You Make a Bad Decision

1. Don't Ignore It or Cover It Up
2. Learn from Your Mistakes
3. Decide What You Should Do Now
4. Get Your Team Involved

E. Steps for Good Decision-Making

III. Time Management

A. Setting Goals

B. The Three P's

1. Positive
2. Personal
3. Possible

C. Prioritizing Your Time

D. Tackling Procrastination

1. Why Do We Procrastinate?
2. Ways to Overcome Procrastination

E. Delegating Made Easy

1. When to Delegate
2. To Whom Should You Delegate?

IV. Taking Initiative

A. What is Initiative?

B. Benefits, Personal, and Professional

C. Why People Do Not Take Initiative

D. How to Take Initiative

1. Make Initiative a Priority
2. Be Open-Minded
3. Be Adaptable
4. Take Responsibility
5. Recognize When You Can Step In



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III. Taking Initiative

6. Know Your Strengths and Skills

7. Go the Extra Mile

E. Confidence

1. Build Confidence

2. Positive Thinking