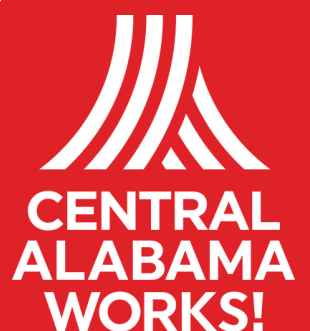
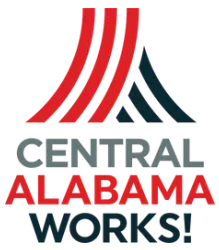


# LEADERSHIP 3 COURSE OUTLINE

**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



# Regional Workforce Leadership Training

## *Leadership 3 Course Outline*

### **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



# Regional Workforce Leadership Training

## *Leadership 3 Course Outline*

### **III. Taking Initiative**

6. Know Your Strengths and Skills

7. Go the Extra Mile

E. Confidence

1. Build Confidence

2. Positive Thinking