



REGIONAL WORKFORCE LEADERSHIP TRAINING

Leadership 3 Course Outline

I. EMOTIONAL INTELLIGENCE

- A. WHAT IS EMOTIONAL INTELLIGENCE?
- B. PERSONAL COMPETENCIES
- C. SKILLS IN EMOTIONAL INTELLIGENCE
 - 1. UNDERSTANDING EMOTIONS
 - 2. TOOLS TO REGULATE YOUR EMOTIONS

II. PERSONAL BRANDING/ASSERTIVENESS

- A. DEFINING YOUR PERSONAL BRAND
 - 1. DEFINING YOURSELF AND YOUR STRENGTHS
 - 2. CONTROLLING AND DEVELOPING YOUR IMAGE
 - 3. APPEARANCE MATTERS
 - 4. SOCIAL MEDIA
- B. ASSERTIVENESS AND SELF-CONFIDENCE
 - 1. WHAT IS ASSERTIVENESS?
 - 2. WHAT IS SELF-CONFIDENCE?
 - 3. OBSTACLES TO OUR GOALS
 - 4. IDENTIFYING YOUR WORTH
 - 5. POSITIVE SELF-TALK

III. EMPLOYEE MOTIVATION

- A. THE FOUNDATION OF MOTIVATION
 - 1. COMMUNITY
 - 2. INFLUENCE
 - 3. OPENNESS
- B. THEORIES OF MOTIVATION
- C. MOTIVATION MYTHS
- D. BASIC PRINCIPLES TO REMEMBER ABOUT MOTIVATION

IV. CHANGE MANAGEMENT

- A. IS CHANGE NECESSARY?
- B. WORKPLACE CHANGES
- C. THE CHANGE PROCESS
- D. RESPONSIBILITY OF MANAGING CHANGE
- E. THE FOUR PHASES OF CHANGE
- F. THE CHANGE CYCLE
- G. RESISTANCE TO CHANGE
- H. CHANGE CONCERNS
- I. TOOLS TO HELP THE CHANGE PROCESS

**Contact Sabrina Wood to register.
swood@centralalabamaworks.com
334-429-8832**