

Leadership Fundamentals Series

Content Outline

Module 1 – Defining Leadership

...“Leadership begins...and ends...with you.”

This module helps you explore your personal strengths and weaknesses as a leader. You will first examine definitions of leadership, and then consider how leadership skills complement management tasks.

By conclusion of this section, you should be able to...

- Recognize the attributes of effective leaders and identify the skills and knowledge needed to lead.
- Differentiate between leadership and management roles.
- Identify strategies for growing as a leader.

Module 2 – Communication Styles and Methods

It’s not what you say, it’s how you say it.

By conclusion of this module, you should be able to...

- Identify and accommodate different communication styles.
- Recognize how to listen in way to really understand the speaker’s meaning beyond their words.
- Practice using open ended questions.
- Assess the impact of your communication style on your success.
- Recognize how to apply communication best practices in daily business activities and job interviews.

Module 3 – Feedback Fundamentals

When you receive feedback from now on, think of yourself as a **processor**. What does a processor do that’s different from a receiver? First of all, a processor takes charge. As a processor you decide how open you’ll be to the feedback. Get the necessary and useful facts about your performance. Learn to manage your feelings so emotions don’t block or distort the feedback, and decide which actions you’ll take.

By conclusion of this module, you should be able to...

- Identify the value of constructive feedback as a tool for managing performance.
- Recognize that feedback provides you with information needed to enhance your performance.
- Explore the kinds of choices you make about seeking and receiving constructive feedback.



Module 4 - Leading Teams

How Leaders Influence Team Effectiveness

Why teams? With an increase in global competition, companies are placing an overwhelming emphasis on greater productivity from a smaller number of employees.

By conclusion of this module, you should be able to...

- Determine the most effective leadership style to use to empower teams to succeed based on what project or development stage they are in.
- Identify specific measures to use to encourage attributes of a high-performing team.

Module 5 - Business Knowledge and Acumen

By conclusion of this module, you should be able to...

- Describe the typical organization structure.
- Expand on three critical areas of business: Finance, Partnering and Communication.
- Discuss the basic financial documents used in business.
- Discuss characteristics of the “Big Picture.”