



## Business Leadership Becoming Management Material

**Description:** This course is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done. At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization. But what makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it? The answer is all of the above. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself.

**Session One:** Course Overview.

**Session Two:** About the Learning Organization

- What is a Learning Organization?
- Are You a Lifelong Learner?

**Session Three:** Achieving Personal Mastery

- What is Personal Mastery?
- Your Personal Vision
- Our Personal Vision and Our Values

**Session Four:** Analyzing Our Mental Models

**Session Five:** Achieving a Shared Vision

**Session Six:** Team Learning

**Session Seven:** Systems Thinking

**Session Eight:** Understanding Leadership

- About Leadership
- Understanding Your Comfort Zone
- Managing Performance
- Servant Leadership
- Onboarding and Orientation

**Session Nine:** Five Practices

- Practices One, Two, and Three
- Image Identification
- Practices Four and Five
- Practices in Practice

**Session Ten:** Building Trust

- The Cycle of Trust and Performance
- Trust Exercise

**Session Eleven:** Managing Change

- About Change
- Individual Exercise
- Key Factors in Successful Change
- Case Study: Getting More from the Last Hour

**Session Twelve:** The Four Room Apartment

**Session Thirteen:** Time Management Tips and Tricks

- Getting Things in Order
- Mastering E-mail
- Time Management Tips

**Session Fourteen:** Managers vs. Leaders



**Session Fifteen:** Types of Thinking

- Directional Thinking
- Consequential Thinking
- Ethics 101

**Session Sixteen:** Influence Strategies

**Session Seventeen:** Managing Relationships

- The Relationship Cycle
- Coaching Through Conflict
- Validating Personal Conflict Strategies
- Preparing for Conflict
- Managing Stress

**Session Eighteen:** A Simple Problem Solving Process

- Systematic Problem Solving
- Personal Problems

**Session Nineteen:** Strategic Planning

- SWOT Analysis
- Individual Analyses

**Session Twenty:** Doing Delegation Right

- What is Delegation?
- Group Definitions
- Degrees of Delegation
- Delegation Role Plays

**Session Twenty-One:** Criteria for Useful Feedback

- Introduction Exercise
- Giving Constructive Feedback

**Session Twenty-Two:** Feedback Techniques

- Feedback Techniques
- Role Play
- Demonstrations

**Session Twenty-Three:** Mastering Your Body Language

**Session Twenty-Four:** Meeting Management

- Preparing for Meetings
- Managing Meetings
- Presentation Tips

**Session Twenty-Five:** Pumping up a Presentation

**Session Twenty-Six:** Personal Development

- Workshop Wrap-Up