

BUSINESS SKILLS

PRACTICAL LEADERSHIP



PRACTICAL SKILLS FOR EFFECTIVE LEADERS

Format:

Instructor-Led group-paced, classroom-delivery learning model with structured hands-on activities.

Course Length:

1 Day

Course Description

Up to this point in your career, you have been a successful employee or individual contributor, or have recently been promoted to manager. You have developed skills to be successful in your field. In this course, you will learn the practical skills you need to be an effective leader in your organization.

Course Objective:

You will learn practical leadership skills.

Target Student:

New managers and individual contributors seeking to develop or enhance leadership abilities with practical skills.

Hardware Requirements

Pentium 90 MHz or higher processor, or Macintosh PowerPC.
Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher;
- Apple QuickTime 5.0 or higher;
- Macromedia Flash Player 6.0.79 or higher; or
- Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

PREREQUISITE EXPERIENCE:

You should possess experience working in an organization as an individual contributor or possibly as a manager.

In addition to this course, you may want to consider the following related courses:

Basics of Effective Communication

Persuading Others

Recognizing Employee Performance

Setting Performance Goals and Expectations.



Contact Us  

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Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- describe the transition from your role of individual contributor to that of a leader.
- develop an effective team.
- identify techniques for leading diverse groups to achieve business results.
- identify skills required to focus and lead your team to achieve business results.

Course Content

Lesson 1: Transitioning from Individual Contributor to Leader

- Topic 1A: Define Leadership
- Topic 1B: Identify Your Leadership Style
- Topic 1C: Redefine Your Role

Lesson 2: Developing an Effective Team

- Topic 2A: Develop an Effective Team
- Topic 2B: Coach for Performance
- Topic 2C: Influence for Results
- Topic 2D: Empower Your Team Members
- Topic 2E: Lead Your Team Through Organizational Change

Lesson 3: Leading Different Types of Teams

- Topic 3A: Work with Different Types of Teams
- Topic 3B: Overcome Communication Barriers
- Topic 3C: Overcome Issues Among Team Members

Lesson 4: Aligning Your Strategy for Business Results

- Topic 4A: Identify Core Values
- Topic 4B: Write a Vision Statement
- Topic 4C: Establish a Mission
- Topic 4D: Develop Goals