

Advanced Leadership Certificate

The Mark of a Leader

Course Outline:

- Facing the Leadership Challenge
- Finding Time to Lead
- What Employees Expect from Leaders
- Leadership Styles

Course Summary:

There is a strong difference between activities and roles of effective managers and those of successful leaders. You will discover what some of those key differences are by studying the traits and qualities of leaders, including information on how true leaders find the time to lead and what employees expect from their leaders. Additionally, you will get a chance to explore your leadership style and gain awareness of your strengths and weaknesses as a leader. The good news is that, like so many other skills, leadership can be learned.

Course Objectives:

Facing the Leadership Challenge: Recognize the importance of leaders and the traits, qualities, and trends that contribute to becoming a successful leader; Identify reasons why leaders are important; Specify misconceptions people have about leadership; Identify traits of outstanding leaders; Identify trends that affect leadership now and in the future.

Finding Time to Lead: Recognize the value of managing time more effectively; Identify time tactics of successful leaders; Identify techniques for mastering paperwork; Select effective and ineffective methods of delegating; Identify the process for making meetings effective.

What Employees Expect From Leaders: Recognize the importance of knowing what employees expect from leaders; Identify the elements that relate to honesty; Identify the importance of having a sense of direction and excitement; Identify elements that affect the perception of competency; Select the criteria that determine credibility.

Leadership Styles: Recognize the benefits of being aware of leadership styles; Identify the four orientations of leadership; Identify your preferred leadership style or orientation; Identify problems and corrective actions for unbalanced leadership.