

LEARNING MODULES*



MODULE 1: INTRODUCING CORE LEADERSHIP COMPETENCIES

Leaders – and aspiring leaders – are all concerned with developing the competencies needed to become a more effective leader. Identify the core competencies that define a great leader and how to adapt your leadership style to improve effectiveness.



MODULE 2: THE VALUE OF THE VISION

Leadership qualities include thinking about and developing a vision for the future. Leaders share a dream and direction that others want to accept and follow. Beyond written organizational mission and vision statements, discover how the leadership vision floods the workplace through the actions, beliefs, values, and goals of the organization.



MODULE 3: BUILDING AND MAINTAINING RELATIONSHIPS

Good working relationships are imperative to our professional circles. Effective interpersonal relationships with customers, suppliers, employees, and key stakeholders contribute to the foundation of success and satisfaction with your job and your career. Identify how behavior and leadership styles help develop strong teams, and how to strengthen and maintain relationship building.



MODULE 4: COMMUNICATING EFFECTIVELY AND CONFIDENTLY

Being an effective communicator is one of the essential skills you must develop to succeed and grow in your career. As you rise in responsibility, your ability to deliver clear messages effectively and confidently is vital. Discover how your communication skills will impact the way you are perceived, and how they will play a large part in your credibility and promotability to senior roles.



MODULE 5: LEADING THE TEAM THROUGH CHANGE

Leaders have a critical role in making change happen. Leaders of teams, projects, departments, and other functions are in a unique and powerful position to translate the vision from the C-Suite to the ground troops and help direct reports navigate the emotions of change and transition. Your goal is to generate alignment and commitment for the change effort to be successful.



MODULE 6: EFFECTIVE DECISION-MAKING

It is inevitable that leaders, no matter what type, will be faced with making many different decisions. Start to improve your decision-making skills by focusing more on the process that leads to the decision, rather than on the decision itself.

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MODULE 7: DELIVERING RESULTS



Knowing precisely what you want to achieve helps gain the desired results of any business project. Establish the steps required to define your project objectives, clarify the scope of what needs to be accomplished, and develop the plan to execute it. Avoiding project planning with the attempt to save time or money will only produce additional headaches.

MODULE 8: UNDERSTANDING THE EMOTIONAL IMPACT



Everyone experiences emotions, but few can accurately identify them as they occur. Recognize your own triggers and emotions as well as those of others. Discern between different feelings and label them appropriately by using your emotional intelligence to guide your thinking and behavior. Discover how managing or adjusting your emotions can help you achieve your goals.

MODULE 9: INTERACTING WITH MULTIPLE GENERATIONS



Generational diversity has excellent potential – growing and learning from each other's ideas and experiences – but the potential for conflict and misunderstanding is ever-present. Understanding the attributes of each generation is essential for leaders to harness different working styles, boost collaboration and creativity, and provide insights to engage the entire workforce.

MODULE 10: LEADING AUTHENTICALLY



Authentic leaders are self-aware, knowing their strengths, limitations, and emotions. They recognize their biases, embrace diverse thinking styles, promote inclusive leadership, and build cross-cultural awareness among teams. Made from the heart, decisions create honest relationships, trust, and support. Authenticity improves individual and team performance and builds strong character.

* Learning Modules subject to change without notice.