

Developing Yourself as a Leader (Second Edition)

Course Number:

097011S

Course Length:

1 day

Course Description

Overview:

You have transitioned from an individual contributor to a manager, or as an individual contributor, you've acquired practical skills to enhance your leadership abilities.

When you want to take your leadership skills to the next level, you assess your leadership traits, develop your communication skills, and build your reputation. These strategies can increase your ability to effectively influence others and get results.

Course Objectives:

In this course, you will acquire strategies to develop your leadership skills.

You will:

- Define leadership.
- Assess your own leadership traits.
- Establish your leadership development plan.
- Develop your communication skills.
- Build your reputation.

Target Student:

This course is intended for managers, team leads, and individual contributors on techniques and best practices for continual improvement of themselves as leaders.

Prerequisites:

Students taking this course should have completed the course:

- *Practical Leadership (Second Edition)*

Course Content

Lesson 1: Defining Leadership

Topic A: Identify Leadership Attributes

Topic B: Identify Leadership Responsibilities

Lesson 2: Assessing Your Leadership Traits

Topic A: Assess Your Leadership Characteristics

Topic B: Determine How Colleagues View Your Leadership

Topic C: Evaluate Factors that Affect Your Leadership

Lesson 3: Establishing Your Leadership Development Plan

Topic A: Identify Your Destination

Topic B: Establish Your Map

Topic C: Build a Leadership Development Plan

Lesson 4: Developing Your Communication Skills

Topic A: Upgrade Your Listening Skills

Topic B: Improve Your Communication Effectiveness

Lesson 5: Building Your Reputation

Topic A: Establish Your Credibility

Topic B: Use Influence to Get Results