COURSE OUTLINE

Course Description

This course is designed for those who are aspiring to be leaders, for those are about to be promoted to a higher position, or even those who want to improve their leadership skills. The program teaches participants to understand the true essence of being leaders as they create their own personal style of leadership.

Learning Outcomes

- Identify characteristics of being a good and effective leader
- Create your own style of leadership
- Learn how to work with teams and other people in your organization

Teaching Methods

This course will use lecture, interactive discussion, and workshops/exercises.

Course Outline

Introduction to Leadership
- Qualities of a great leader
- Skills a leader have
- Leadership styles
- Leadership characteristics
- Leaders as Change Agents
- Handling power

Goals and objectives
- Creating personal goals and objectives
- Aligning goals and objectives with organization

Working with others
- Building and developing relationships
- Motivating others
- Professionalism

Proper time-management
- Organizing your work
- Order of Prioritization: Urgent vs. Important

Decision making and problem solving
- Decision making skills
- Creativity thinking
- Trusting your intuition

Importance of Proper Communication
- The Communication Process

Important Communication skills
Communicating with impact
Common communicational issues

COURSE OUTLINE

Course Description

In all levels of an organization, there is that one person who possess the right attitude and skill to become a leader but lacks the proper training or need further encouragement to become a true leader.

This course will help equip the necessary knowledge to become an effective leader, regardless of position or title. Through this course, you'll learn different leadership styles, skills, and techniques to help you better manage your organization, and bring out the best in your employees and organization.

Learning Outcomes

- Apply the techniques and different leadership skills to create your personal style of leadership
- Assess yourself to make necessary adjustment and improvement on your leadership skills and style
- Understand how your organization works and see if the system needs change or improvement
- Use creative thinking to solve problems

Teaching Methods

This course will use lecture, interactive discussion, and workshops/exercises.

Course Outline

Introduction to Leadership
- Qualities of good leader
- Leadership styles
- What A Leader is Not

Seeing Yourself as a Leader
- Self-assessment
- Emotional Intelligence
- Handling power

Communicating with Impact
- Understanding your Message
- Understanding your Audience
- Verbal and Non-verbal skills
- The importance of tone, voice, and rhythm

Influencing People
- Different Influencing styles
- Making the right impression
- Negotiating skills
- Building your network

Working with others
- Building relationships and teams
- Developing trust
- Motivating and helping improve others
- Managing Conflict

Problem Solving and Decision Making
- Using creativity in solving problems
- Common problem solving strategies
- Characteristics of a good decision
- The importance of Ethics

Leaders as Change Agents
- The Importance of Change
- The role of leaders in change management
- Fundamentals of Change Management
- Implementing Change in the organization

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COURSE OUTLINE

Strategic Leadership and Thinking

Course Description

Being a leader is never easy nor simple. It takes more than just having the desire to lead and the vision to govern. Through this course, students will be equipped with the necessary skills in becoming an effective leader in order to have an open-minded and strategic perspective in creating plans and decisions in business, in the workplace, and with your employees or subordinates. They'll learn how to effectively formulate strategic plans that will generate positive results not just in the present but also in the long run.

Learning Outcomes

- Learn how to assess current situations in your organization and see how it may impact the future
- Develop strategies and plans needed for both present and future purposes of your organization
- Learn how to communicate effectively and confidently
- Be a leader that is both respected and trusted by his peers and employees

Teaching Methods

This course will use lecture, interactive discussion, and workshops/exercises.

Course Outline

Introduction to Leadership
- Qualities of a great leader
- Skills a leader have
- Leadership styles
- Leadership characteristics
- Leaders as Change Agents
- Handling power

Elements of Effective Leaders
- Communicating with Impact
- Building your confidence
- Building relationships
- Techniques in negotiating and resolving conflicts
- Creative Problem Solving
- Developing Influencing Skills

Strategic Leadership
- Role of strategic leadership
- Identifying today's strategic leadership

Developing Strategic Leadership
- Balancing emotions as a Leader
- Understanding diversity of culture in the workplace
- Aligning goals with your mission and vision
- Creating the organization's identiy

Strategic Thinking for Leaders
- Understanding the process
- Importance of being open-minded
- Seeing beyond the present
- Proper assessment on situation

Tools Needed for Strategic Thinking
- Importance of Research
- Learning Creative and Critical Thinking Skills

Applying the lesson through Strategic Planning
- Aligning goals to your organization
- Monitoring implemented strategies and plans