Leadership and Influence

Course Overview

Once you learn the techniques of true Leadership And Influence, you will be able to build the confidence it takes to take the lead.

Who Should Attend

Anyone positioned as a leader or preparing to become a leader.

Course Outline

1 Getting Started

   Icebreaker
   Housekeeping Items
   The Parking Lot
   Workshop Objectives

2 The Evolution of Leadership

   Defining Leadership
   Characteristics of a Leader
   Leadership Principles
   A Brief History of Leadership
   Historical Leaders
   Modern Leaders
   The Great Man Theory
   The Trait Theory
   Transformational Leadership
   Summary

3 Situational Leadership

   Situational Leadership: Telling
   Situational Leadership: Selling
   Situational Leadership: Participating
   Situational Leadership: Delegating

4 A Personal Inventory

   An Introduction to Kouzes and Posner
   Model the Way
   Inspire a Shared Vision
   Challenge the Process
   Enable Others to Act
   Encourage the Heart
   A Personal Inventory
   Creating an Action Plan
   Set Leadership Goals
   Address the Goals
   Seek Inspiration
   Choose a Role Model
   Seek Experience
   Create a Personal Mission Statement
Leadership and Influence

5 Modeling the Way
Determining Your Way
Being an Inspirational Role Model
Influencing Others’ Perspectives

6 Inspiring a Shared Vision
Choosing Your Vision
Communicating the Benefit for Others

7 Challenging the Process
Developing Your Inner Innovator
Seeing Room for Improvement
Lobbying for Change

8 Enabling Others to Act
Encouraging Growth in Others
Creating Mutual Respect
The Importance of Trust

9 Encouraging the Heart
Sharing Rewards
Celebrating Accomplishments
Making Celebration Part of Your Culture

10 Basic Influencing Skills
The Art of Persuasion
The Principles of Influence
Creating an Impact

11 Setting Goals
Setting SMART Goals
Creating a Long-Term Plan
Creating a Support System

12 Wrapping Up
Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plan