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View Full Course Details including Latest Schedule Online

Introduction to Leadership

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 5 – day, instructor led exciting course uses the principles of adult learning to help participants recognize leadership concepts. Through discussion, group interactions, and individual activities, students will define what they want to get out of this course, and then learn the skills to apply it to their workplace. Once employees learn the techniques of true leadership and influence, they will be able to build the confidence it takes to take the lead. The more experience workers have acting as genuine leaders, the easier it will be for them. It is never easy to take the lead, as workers will need to make decisions and face challenges, but it can become natural and rewarding. At the conclusion of this course, participants will be able to:

- Define “leadership”
- Explain the Great Man Theory
- Explain the Trait Theory
- Understand Transformational Leadership
- Understand the people you lead and how to adapt your leadership styles
- Explain leading by Directing
- Explain leading by Participating
- Explain leading by Delegating
- Kouzes and Posner
- Understand what emotional intelligence means
- Recognize how our emotional health and physical health are related
- Learn techniques to understand, use, and appreciate the role of emotional intelligence in the workplace
- Understand the different emotions and how to manage them
- List strategies for removing barriers to encouraging diversity for yourself, in the workplace, and in the social community
- Use active listening skills to receive messages in a diverse population, employ effective questioning techniques, and communicate with strength
- Identify ways to encourage diversity in the workplace, and prevent and discourage discrimination
- Conduct a personal inventory

- Create an action plan
- Establish personal goals

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Module 1: Course Introduction

- Instructor and student introductions
- Course Objectives
- Action plans and personal objectives

Module 2: The Evolution of Leadership

- Defining Leadership
- Characteristics of a Leader
- Leadership Principles
- A Brief History of Leadership
- Three Theories of Leadership

Module 3: Situational Leadership

- Telling
- Selling
- Participating
- Delegating

Module 4: A Personal Inventory

- An Introduction to Kouzes and Posner
- A Personal Inventory
- Creating an Action Plan

Module 5: Modeling the Way

- Determining Your Way
- Being an Inspirational Role Model
- Influencing Others' Perspectives

Module 6: Inspiring a Shared Vision

- Choosing Your Vision
- Communicating Your Vision
- Identifying the Benefit for Others

Module 7: Challenging the Process

- Think Outside the Box
- Developing Your Inner Innovator
- Seeing Room for Improvement
- Lobbying for Change

Module 8: Enabling Others to Act

- Encouraging Growth in Others
- Creating Mutual Respect
- The Importance of Trust

Module 9: Encouraging the Heart

- Sharing Rewards
- Celebrating Accomplishments
- Making Celebration Part of Your Culture

Module 10: Basic Influencing Skills

- The Art of Persuasion
- The Principles of Influence
- Creating an Impact

Module 11: Emotional Intelligence Defined

- Definitions and Thoughts
- Making Connections

Module 12: Validating Emotions in Others

Module 13: Understanding Diversity

- A Brief History
- Diversity Now
- Discussion:

Module 14: Understanding Stereotypes

- Stereotypes vs. Biases
- Identifying Your Baggage
- Activity: Unpack Your Stereotypical Baggage

Module 15: Breaking Down the Barriers

- Changing Your Personal Approach
- Encouraging Workplace Changes
- Encouraging Social Changes
- Activity: Encourage Inclusion

Module 16: Being Proactive

- Encouraging Diversity in the Workplace
- Preventing Discrimination
- Ways to Discourage Discrimination
- Activity: Preventing Discrimination

Module 17: Setting Goals

- Setting SMART Goals

- Creating a Long-Term Plan
- Creating a Support System

Day 3

Module 1: Course Introduction

- Instructor and student introductions
- Course Objectives
- Action plans and personal objectives

Module 2: Defining Teams

- Participants define what a team is
- Identify different kinds of teams
- Demonstrate synergy through a simple exercise

Module 3: Establishing Team Norms

- Advantages and disadvantages of teams
- Ground rules and team contracts

Module 4: Working as a Team

- Degrees of Support to help a team work through controversial issues

Module 5: Your Team Player Type

- Identify team player type
- Small groups discuss the strengths and weaknesses of their type
- How to use this information to their advantage

Module 6: Building Team Trust

- Ways to establish and build trust on their team

Module 7: The Stages of Team Development

- Tuckman and Jensen's five stages of team development: forming, storming, norming, performing, and adjourning.

Module 8: Team Building with TORI

- The TORI model, developed by Jack and Lorraine Gibb

Module 9: Communication

- Basic principles of communication

Module 10: Emotional Intelligence Defined

- Definitions and Thoughts
- Making Connections

Module 11: Understanding Diversity

- A Brief History
- Diversity Now

Module 12: Breaking Down the Barriers

- Changing Your Personal Approach
- Encouraging Workplace Changes
- Encouraging Social Changes

Module 13: Being Proactive

- Encouraging Diversity in the Workplace
- Preventing Discrimination
- Ways to Discourage Discrimination

Module 14: Becoming a Good Team Player

- Ways to increase interaction among their team and build trust

Day 4

Module 1: What leaders do?

- As a leader, what is your job?
- Management Vs Leadership
- The three essential roles of a leader
- People motivation

Module 2: What leaders know?

- What employees want from their leader?
- Catch them doing something right!
- What defines a leader?
- Leadership and perspectives

Module 3: What are leaders like?

- Find out your leadership style
- Balance team, task and individual functions
- Role model strong leadership
- The leadership critical success factors

Module 4: Enabling Other to Act

- Encouraging Others to Act
- Creating Mutual Respect
- The Importance of Trust

Module 5: Emotional Intelligence Defined

- Definitions and Thoughts

- Making Connections

Module 6: Understanding Diversity

- A Brief History
- Diversity Now

Module 7: Breaking Down the Barriers

- Changing Your Personal Approach
- Encouraging Workplace Changes
- Encouraging Social Changes

Module 8: Being Proactive

- Encouraging Diversity in the Workplace
- Preventing Discrimination
- Ways to Discourage Discrimination

Day 5

Module 1: Introduction

- Introduction of instructor and participants
- Course Objectives
- Personal Objectives and Action Plans

Module 2: About the Learning Organization

- Explore Peter Senge's vision of a learning organization. Is your company one where all employees are committed to lifelong learning? How can it encourage continual growth and development?

Module 3: Achieving Personal Mastery

- Strategies for understanding what our own strengths are, as well as where we want to go

Module 4: Analyzing Our Mental Models

- Ways to explore and change mental models

Module 5: Achieving a Shared Vision

- Building commitment within a team using shared vision
- Explore a model that will help them move the team to greater independence

Module 6: Team Learning

- The leader's role is in a team
- How to lead them through a discussion to reach an agreement point

Module 7: Systems Thinking

- Participants will look at some different cycles and what impact they may play in team efficiency.

Module 8: Understanding Leadership

- Participants will study Paul Hersey and Ken Blanchard's Situational Leadership II® model
- Four leadership profiles
- Servant leadership
- Leadership in the organization: practices like onboarding, orientation, and performance management

Module 9: Five Practices

- Five essential leadership practices that experts James Kouzes and Barry Posner have identified

Module 10: Managers vs. Leaders

- Differences between management and leadership

Module 11: Influence Strategies

- Ways to persuade individuals to change
- Robert Cialdini's influence strategies will also be covered

Module 12: Managing Relationships

- Different aspects of relationships, including the relationship cycle, leading a team through conflict, and managing stress

Module 13: Strategic Planning

- SWOT technique, which helps to identify the Strengths, Weaknesses, Opportunities, and Threats of any person, organization, product, service, or process.

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