301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Leadership Skills

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 three day, instructor led leadership training course discusses the common traits and behaviors of effective leaders. This course explores leadership from various perspectives and allows students to arrive at their own personal interpretation of leadership. Student will assess their leadership skills, accept feedback from classmates and will develop a self-development action plan. This course is designed for team leaders, supervisors, managers and anyone else wishing to enhance their leadership skills. At the conclusion of this course participants will be able to:

- Define your role as a manager and identify how that role differs from other roles you have had.
- Understand the management challenge and the new functions of management.
- Discover how you can prepare for and embrace the forces of change.
- Identify ways to get you and your workspace organized and get a jump on the next crisis.
- Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager.
- Enhance your ability to communicate with others in meetings and through presentations.
- Create an action plan for managing your career success.

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

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Module 1: Course Overview

Module 2: About the Learning Organization

- What is a Learning Organization?
- Are You a Lifelong Learner?

Module 3: Achieving Personal Mastery

- What is Personal Mastery?
- Your Personal Vision
- Our Personal Vision and Our Values

Module 4: Analyzing Our Mental Models

Module 5: Achieving a Shared Vision

Module 6: Team Learning

Module 7: Systems Thinking

Module 8: Understanding Leadership

- About Leadership
- Understanding Your Comfort Zone
- Managing Performance
- Servant Leadership
- Onboarding and Orientation

Module 9: Five Practices

- Practices One, Two, and Three
- Image Identification

- Practices Four and Five
- Practices in Practice

Module 10: Building Trust

- The Cycle of Trust and Performance
- Trust Exercise

Module 11: Managing Change

- About Change
- Individual Exercise
- Debrief
- Key Factors in Successful Change

Module 12: The Four Room Apartment

Module 13: Time Management Tips and Tricks

- Getting Things in Order
- Mastering Email
- Time Management Tips

Module 14: Managers vs. Leaders

Module 15: Types of Thinking

- Directional Thinking
- Consequential Thinking
- Ethics 101

Module 16: Influence Strategies

Module 17: Managing Relationships

- The Relationship Cycle
- Coaching Through Conflict
- Validating Personal Conflict Strategies
- Preparing for Conflict
- Managing Stress

Module 18: A Simple Problem Solving Process

- Systematic Problem Solving
- Personal Problems

Module 19: Strategic Planning

- SWOT Analysis
- Individual Analysis

Module 20: Doing Delegation Right

- What is Delegation?
- Group Definitions
- Levels of Delegation
- Delegation Role Plays

Module 21: Criteria for Useful Feedback

- Introduction Exercise
- Giving Constructive Feedback

Module 22: Feedback Techniques

- Role Play
- Demonstrations

Module 23: Mastering Your Body Language

Module 24: Meeting Management

- Preparing for Meetings
- Managing Meetings
- Presentation Tips

Module 25: Pumping up a Presentation

Module 26: Personal Development

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Starting at **$1,495**

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ATTENTION

For GSA pricing or Contractor quotes call
301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044