

**Soft-Train®**



*At Soft-Train  
Technology Works*

**COURSE GOAL:** To provide practical and applicable leadership skills.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

- Lead with confidence
- Effectively communicate
- Be a more active listener
- Keep a “can do” attitude
- Lead by example

# Leadership (1 Day)

## KEY TOPICS:

### **I. Character: Be a Piece of the Rock**

- A. Character is More than Talk
- B. Talent is a Gift, but Character is a Choice
- C. Character Brings Lasting Success with People
- D. Leaders Cannot Rise Above the Limitations of Their Character

### **II. Charisma: The First Impression Can Seal the Deal**

- A. Love Life
- B. Put a “10” on Every Person’s Head
- C. Give People Hope
- D. Share Yourself

### **III. Commitment: It Separates Doers from Dreamers**

- A. Commitment Starts in the Heart
- B. Commitment is Tested by Action
- C. Commitment Opens the Door to Achievement

### **IV. Communication: Without It You Travel Alone**

- A. Simplify Your Message
- B. See the Person
- C. Show the Truth
- D. Seek a Response

### **V. Competence: If You Build It, They Will Come**

- A. Show Up Every Day
- B. Keep Improving
- C. Follow Through with Excellence
- D. Accomplish More than Expected

E. Inspire Others

**VI. Courage: One Person with Courage Is a Majority**

- A. Courage Begins With an Inward Battle
- B. Courage is Making Things Right, Not Just Smoothing Them Over
- C. Courage in a Leader Inspires Commitment from Followers
- D. Your Life Expands in Proportion to Your Courage

**VII. Discernment: Put an End to unsolved Mysteries**

- A. Discover the Root Issues
- B. Enhance Your Problem Solving
- C. Evaluate Your Options for Maximum Impact
- D. Multiply Your Opportunities

**VIII. Focus: The Sharper It Is, the Sharper You Are**

- A. Focus 70 Percent On Strengths
- B. Focus 25 Percent on New Things
- C. Focus 5 Percent on Areas of Weakness

**IX. Generosity: Your Candle Loses Nothing When It Lights Another**

- A. Be Grateful for Whatever You Have
- B. Put People First
- C. Don't Allow the Desire for Possession to Control You
- D. Regard Money as a Resource
- E. Develop the Habit of Giving

**X. Initiative: You Won't Leave Home Without It**

- A. They Know What They Want
- B. They Push Themselves to Act
- C. They Take More Risks
- D. They Make More Mistakes

**XI. Listening: To Connect with Their Hearts, Use Your Ears**

- A. Your Followers
- B. Your Customers
- C. Your Competitors
- D. Your Mentors

**XII. Passion: Take This Life and Love It**

- A. Passion Changes You
- B. Passion Makes the Impossible Possible

**XIII. Positive Attitude: If You Believe You Can, You Can**

- A. Your Attitude is a Choice
- B. Your Attitude Determines Your Actions
- C. Your People Are a Mirror of Your Attitude
- D. Maintaining a Good Attitude is Easier Than Regaining One

**XIV. Problem Solving: You Can't Let Your Problems Be a Problem**

- A. They Anticipate Problems
- B. They Accept the Truth
- C. They See the Big Picture
- D. They Handle One Thing at a Time
- E. They Don't Give Up a Major Goal When They're Down

**XV. Relationships: If You Get Along, They'll Go Along**

- A. Have a Leader's Head – Understand People
- B. Have a Leader's Heart – Love People
- C. Extend a Leader's Hand – Help People

**XVI. Responsibility: If You Won't Carry the Ball, You Can't Lead the Team**

- A. They Get the Job Done
- B. They are Willing to Go the Extra Mile

- C. They are Driven by Excellence
- D. They Produce Regardless of the Situation

- B. Vision Draws on Your History
- C. Vision Meets Others' Needs
- D. Vision Helps You Gather Resources

**XVII. Security: Competence  
Never Compensates for Insecurity**

- A. They Don't Provide Security for Others
- B. They Take More from People than They Give
- C. They Continually Limit Their Best People
- D. They Continually Limit the Organization

**XVIII. Self Discipline: The First Person You Lead Is You**

- A. Develop and Follow Your Priorities
- B. Make a Disciplined Lifestyle Your Goal
- C. Challenge Your Excuses
- D. Remove Rewards Until the Job is Done
- E. Stay Focused on Results

**XIX. Servanthood: To Get Ahead, Put Others First**

- A. Put Others Ahead of His Own Agenda
- B. Possesses the Confidence to Serve
- C. Initiates Service to Others
- D. Is Not Position-Conscious
- E. Serves Out of Love

**XX. Teachability: To Keep Leading, Keep Learning**

- A. Cure Your Destination Disease
- B. Overcome Your Success
- C. Swear Off Shortcuts
- D. Trade in Your Pride
- E. Never Pay Twice for the Same Mistake

**XXI. Vision: You Can Seize Only What You Can See**

- A. Vision Starts Within