

Soft-Train



*At Soft-Train
Technology Works*

Leadership Training (3 Days)

COURSE GOAL: To introduce leadership concepts and skills so that students can incorporate them into their daily lives and build leadership experience for future endeavors.

PREREQUISITES: None.

LEARNING OBJECTIVES:

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

- Identify the prerequisites of leadership
- Utilize group members effectively to solve problems
- Determine own goals and achieve them
- Resolve conflicts that could jeopardize the team

KEY TOPICS:

I. How You Can Become an Effective Leader

II. Being the Leader Doesn't Make You One

III. Doing It Yourself – Or with the Group's Help

IV. Skills that help Group Members solve their Problems

V. Making Everyday Use of Your Listening Skills

VI. How to get Your Own Needs Satisfied

VII. How to make Your Management Team Effective

VIII. Conflicts: Who Shall Win, Who Shall Lose?

IX. The No-Lose Method: Turning Conflict into Cooperation

X. Organizational Applications of the No-Lose Method

XI. The Periodic Planning Conference: A New Approach to Performance Evaluation

XII. Some Deeper Issues for Leaders