

**Soft-Train**



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Technology Works*

# Preparing for Leadership: What It Takes to Take the Lead (1 Day) ST00077

**COURSE GOAL:** Prepare new leaders for the new challenges and responsibilities of being a leader.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

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

- Understand what a leader is and is not
- Project a more dynamic image
- Discover their unique leadership style
- Take on first leadership position with greater confidence

**KEY TOPICS:**

**I. What Is Leadership?**

- A. A Brief Review of History
- B. Transformational Leadership
- C. Trust
- D. Transformational Leadership Model Components
- E. Context of Leadership
- F. Leadership Self-Assessment
- G. Mentors

**II. Leadership Style: Fit Your Style to Your Group**

- A. How Leaders Lead: The Four Stages of Group Development
- B. Leaders as Members of a Group or Team
- C. Managing Up
- D. Effective Member Checklist
- E. How Leaders Talk
- F. Using Vision, Mission, and Values to Lead Others
- G. Scenario Planning

**III. What Is Your Leadership Brand?**

- A. Perception Is Reality
- B. How to Change Negative Perceptions
- C. Developing Trust
- D. A Trust Check-up
- E. Building Trust Through Virtual Teams
- F. Working on Your Image over Time
- G. Feedback

#### **IV. How Can You Build Influence and Power?**

- A.** Inspiring
- B.** Negotiating
- C.** Leveraging Relationships
- D.** Using Authority and Information
- E.** Practicing the Four Styles
- F.** Sources of Power and Influence
- G.** Increasing Influence Through Communication
- H.** Intentional Storytelling

#### **V. How to Handle Organizational Politics**

- A.** The Positives of Politics
- B.** How Do You Learn Political Skills?
- C.** Avoiding Political Blunders

#### **VI. How to Motivate People**

- A.** Generations at Work
- B.** Know Your People
- C.** Motivation Analysis
- D.** Provide Positive Feedback
- E.** Use Behaviors That Motivate
- F.** People Who Resist Your Authority
- G.** Other Difficult Situations
- H.** Handling Difficult People
- I.** Changing Your Reactions to Difficult People
- J.** Coaching Through the Generations

#### **VII. Personality and Leadership**

- A.** Coaching Tips for Introverts
- B.** “Derailers” – When Good Turns Bad
- C.** The Assimilation Process
- D.** Resiliency