

LEADERSHIP: FROM THE GROUND UP: Organization Skills for the Overwhelm

COURSE OVERVIEW AND SYLLABUS

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Course Length: 5 Days (30-Hours)

Education Course: Non-Credited Certification Course

TEACHING PHILOSOPHY

Understanding your own leadership style helps you and your team—and the entire organization—become more effective. Our course is made for professional at all levels, individuals, and groups who wish to improve their current status of leadership. Our five-day program draws on research in organizational behavior, situational leadership, some psychology, and seeks to support your individual development.

Upon completing our course, you'll explore the different ways you lead and identify individual challenges and opportunities. Moreover, our program includes you working with instructors who have industry and academia knowledge, and who know how to help you interpret and develop a customized plan to achieve your goals.

Our aim is to ensure you are completely competent to go forth and PROSPER!

COURSE DESCRIPTION

This course is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. Emphasis in the course is on the practice of leadership. The course will examine best methods to understanding leadership; recognizing leadership traits; engaging people's strengths; developing leadership skills; creating a vision; handling conflict; addressing ethics in leadership and overcoming obstacles. Students will assess their leadership traits and skills to improve their own leadership performance.

Course Delivery Method: Web-based and workshop

Textbook/Resource:

Northouse, P. G. (2014). Introduction to Leadership: Concepts and Practice (3rd ed.). SAGE ISBN: 978-1-4522-5966-6

COURSE OBJECTIVE:

By the end of this course, you will be able to:

- Engage in Leadership Level Critical Thinking
- Increase self-awareness for development and personal growth
- Recognize the importance of good Leadership and Followership
- Cope effectively with ambiguity
- Assess potential leadership philosophy, traits, skills, behaviors, and develop a leadership portfolio.
- Exercise an understanding of the fundamental ways' leadership is practiced in on-going organizations.
- Evaluate fundamental leadership practices relevant to contemporary organizations.
- Comparing different leadership approaches.

STUDENT INPUT LEARNING GOALS, by the end of the training you will be able to:

What would you like to learn?

Tell us by completing information here now and as the day's progresses, we will discuss and cover in class.

Calendar of Exciting Events!

DAY 1

Session 1: Introduction - Defining Leadership through lecture, readings and video
Global Leadership Attributes; Practicing Leadership.

Session 2: Recognizing Your Traits - What Traits Do Effective Leaders Exhibit?
Explore how strengths can make one a better leader.
Applying Professional Communication as a leader
• Effective verbal communication • Effective written communication
• Effective non-verbal communication

LUNCH / BREAK

Session 3: Understanding Philosophy and Styles
Leadership Explained-Theory X and Theory Y
Understanding administrative skills and their use in practice
How to develop exceptional rapport
Analyzing communication patterns

DAY 2

Session 4: Understanding the characteristics of a vision
Examine the process of vision articulation;
Discuss vision implementation; Focus on how to develop a
workable vision for different contexts
Pinpointing and Aligning to Professional Styles
• Passive • Aggressive • Passive-Aggressive • Assertive

LUNCH / BREAK

Session 5: Four communication paradigms
• Key non-verbal to look for

DAY 3

Session 6: Setting the Tone - Establishing a Constructive Climate
Establishing a process for providing constructive feedback to employees
Conflict Defined; Kinds of Conflict

LUNCH / BREAK

Session 7: Responding Autobiographical

Using personal experience to grow professionally

Defining personal experience in the workplace

Removing Sticky Energy During Communication

DAY 4

Session 8: Ethical Leadership is about the following: The Character of the Leader,
Action of the Leader, Goals of Leader, Honesty of the Leader,

LUNCH / BREAK

Session 9: Power of the Leader, Value of Leader

15 skills possessed by effective leaders

DAY 5

Session 10: Discuss the concept of obstacles in the workplace.

Discuss obstacles in practice. Highlight seven major obstacles derived from path-goal theory of motivation

LUNCH / BREAK

Session 11: Review of core classwork with videos, discussions, and take-aways

RECOMMENDED STUFF: As listed, plus TBD by initial class discussions and as class evolves.

Books:

How to Win Friends and Influence People, Carnegie http://www.amazon.com/How-Win-Friends-Influence-People/dp/0671027034/ref=sr_1_1?ie=UTF8&qid=1389540255&sr=8-1&keywords=win+friends

Self-Handicapping Leadership, Decker and Mitchell, www.ftpress.com

Search Self-Handicapping; Create an account to order the book, and then use Code: SELFHANDICAPPING40 to get a 40% discount.

Give and Take, Grant

http://www.amazon.com/Give-Take-Revolutionary-Approach-Success/dp/0670026557/ref=sr_1_1?ie=UTF8&qid=1389540209&sr=8-1&keywords=ADAM+GRANT

STUDENT PREPARATION

You must come to class prepared for each day's discussion. To do this, please bring two questions or comments from each previous day's teaching, as they relate to our learning goals, to class with you. This class is an interactive discussion among students and the instructor (just like an organization).

You will be expected to speak knowledgeably about topics we have addressed in class, including the financial, global, ethical, and human aspects of the topic.

ATTENDANCE AND PARTICIPATION

You are expected to attend all classes for this course, be prepared, and be on time. The class is built around your being in attendance and engaged in class activities, exercises and discussions. It is each student's responsibility to attend all sessions in order to receive your non-credited certification.

If you are absent for two or more consecutive class sessions due to a legitimate excuse, you are required to submit a letter signed by a person in a position to make an authoritative determination as to the validity of the absence, including the phone number of the individual who signed, and presented to GSFL prior or upon returning to training sessions. GSFL reserve the right to contact the person who signed your letter to check on the validity of the content and authority of the letter. These are the only situations in which you will be allowed to reschedule your course. If you fail to comply, no refunds are given for missed sessions or making up of missed sessions.

Students who miss class are responsible for obtaining all material and information that they missed. This includes any changes to the schedule that are announced in class.

ACADEMIC INTEGRITY

GSFL expects all students to uphold intellectual honesty in their academic work. In this class, it is essential that you demonstrate honor in maintaining the confidentiality of the role specific information for course role play exercises.