

What Would Having the Skills Necessary to be the Knowledge Worker of the 21st Century mean to YOU or YOUR People?



The 21st Century Workplace is NOW one of freedom instead of 19th and 20th centuries of control. Are you or your workers prepared to deal with this new workplace environment?

Leadership Training and Development Course Outline

Recommended Implementation Schedule

- Recommended either 10-12 weeks
- Weekly sessions from 2 to 3 hours
- Facilitate 2 chapters each session
- 10 Week schedule allows for all participants to deliver a professional presentation

Alternative Implementation Schedule #1

- 5 Days (Monday through Friday) for 6 hours each day

Alternative Implementation Schedule #2

- One on One Executive Coaching via tele-conference

Alternative Implementation Schedule #3

- One on One Executive Group Coaching via tele-conference

Deliverables

- Text produced in a silk-screened, 3 ring binder, tabbed for each lesson
- Goal Achievement Action Plan produced in a silk-screened, 3 ring tabbed binder or Windows executable software program at an additional investment
- CD's for audio reinforcement

First Session – Kick Off

- Objectives
- Introduction of Facilitator & Participants
 - Meeting Goals of Organization
 - Participant's Goals
 - Define Success – Interactive
 - Define Attitudes & Managerial/Behavioral Skills – Interactive
 - Distribute Program Materials – Answer Questions
 - Conduct Pre-Tests
 - Distribute Guide to Week One and Review Action Steps

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Connecting **Passion** to **Purpose** to **DOUBLE Performance** in **REAL TIME**

Chapter One – *You Possess the Ability to Lead*

Objectives Recognize origins of leadership
 Determine leadership characteristics

Chapter Two – *Preparation for Leadership*

Objectives Identify source of hidden potential
 Define positive self-image

Chapter Three – *You Possess the Ability to Lead*

Objectives Identify conditioning
 Recognize importance of mistakes

Chapter Four – *Preparation for Leadership*

Objectives Define concept of leadership
 Distinguish between authority and power
 List leadership types

Chapter Five – *Goal Setting for Success*

Objectives Identify criteria for personal goal setting
 Define different types of goals

Chapter Six – *Building Success Attitudes and Habits*

Objectives Define habits
 Define attitudes
 Identify process to change attitudes

Chapter Seven – *Developing Your Personal Goals Programs*

Objectives List benefits of written goals and plans
 Identify rewards
 Identify benefits
 Determine obstacles
 List obstacle solutions

Chapter Eight – *Turning Solutions into Actions*

Objectives Determine timetable
 Define 3 types of fears
 Describe the impact of courage

Chapter Nine – *Understanding and Affirming Your "Self"*

Objectives Describe process of self-affirmation
 Identify reinforcement techniques
 List 4 qualities of affirmations

Chapter Ten – *Preparation for Leadership*

Objectives Define concept of time
Identify enemies of time
Demonstrate effective time planning
List action steps in time management

Chapter Eleven – *Communications and Human Relations*

Objectives Define communications
List 4 emotional factors that affect conversation
Identify 3 principles of successful interpersonal communication
Describe 5 tips for active listening

Chapter Twelve – *Decision Making and Problem Solving*

Objectives Define the 4 step process
Identify impact of reflection
Describe how to involve others

Chapter Thirteen – *Motivation*

Objectives Define Maslow's hierarchy of needs
Describe 2 methods of motivation

Chapter Fourteen – *Continuing Your Leadership Growth*

Objectives Identify impact of your leadership on the organization
Describe benefit of goal setting
List the 6 guidelines for growth

Last Session

Presentations and general review of last 9 weeks of progress

Action Plan includes personal self-assessment, organizational self-assessment, goal achievement, time management assessment, goal summary and goal accomplishments.

Curriculum is published by [Resource Associates Corporation](http://www.resourceassociates.com) (RAC), Mohnton, PA. RAC has a demonstrated 25 years of experience in developing performance improvement curriculum that is results focused and return on investment driven.