

# AAIM Course Description



## Principles of Leadership

Being a leader is one of the toughest career challenges one can face. Instead of just focusing on their personal workload, managers and supervisors need to be able to lead a team of individuals to maximum productivity. This requires an understanding of the expectations that others have of them, balancing operational and employee demands, establishing personal credibility and authority, and creating a productive environment.

Principles of Leadership is a rigorous program designed to teach new and experienced managers the skills for success. The 6-day certificate program combines classroom training and on-the-job assignments for a comprehensive understanding of how to be an effective leader in today's modern workforce.

### Attendees will master these important skills:

Communication | Coaching for better performance | Conducting appraisals | Interviewing | Delegation and empowerment | Conflict resolution | Leading change | Developing teamwork

### Course Schedule:

#### Day 1 – Your Role as a Productive Leader

- Supervising, Managing & Leading
- What Management and Employees Expect
- Establishing and Aligning Goals & Objectives
- Managing Your Commitments
- Making the Transition from Peer to Leader
- Four Leadership Styles – There's More Than One Way to Lead
- Creating a Productive Work Unit Environment
- Organizing Your Actions & Identifying time challenges
- Pre-Work for Day 2 - Everything DiSC assessment

#### Day 2 - Communicating for Leadership Success with DiSC

- What it Takes to Communicate Like a Leader
- Essential Leadership Communication Skills
- Discovering DiSC Styles – Understanding Yourself and Others
- Flexing Your Style to Communicate Better
- Strategies to build more effective relationships with varying DiSC® styles
- Running Effective Meetings
- Getting People to Read and Act on Your Emails
- Pre-Work for Day 3 - Coaching worksheet

#### Day 3 - Coaching & Motivating for Better Performance

- What Coaching Is (and is not)
- Coaching Continuum - Informal to Formal
- Assessing Employee Performance and Coaching Needs
- How Motivation, Engagement, & Feedback are linked
- Delivering Meaningful Feedback
- Your Coaching Skill Self-Assessment and Action Plan for Increased Effectiveness
- Essential elements of Motivation, Discipline, & Documentation
- Pre-work for Day 4 – Prepare a Coaching Plan



# AAIM Course Description

Complete all six days of this training program to include pre- and post-work assignments and receive AAIM's Leadership Certificate.

**Competencies:** Interpersonal Communications, Decision Making, Business Acumen, Organization, Priority Setting, Problem Solving, Performance and Team Management, Developing Others, Conflict Management, Motivating Others, Coaching, Diversity Awareness

**Delivery Method:** Group-Live | **Course Level:** Basic | **Duration:** 6 full days (once SHU week)

**Continuing Education/Recertification Credits:** CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.