COURSE SYLLABUS

Leadership Essentials Course (Self-Paced)

Unlock your ability to lead effectively with this in-depth course. Learn the difference between leading and managing; explore proven techniques to communicate effectively; think strategically; and move from a reactive environment to a proactive one.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/leadership-essentials-online



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Course Outline

Module 1: What Is a Leader?

- Define leadership as a process of influencing followers toward goals; identify core characteristics of effective leaders.
- Explore the four leadership principles—Inspiration, Motivation, Influence, Persuasiveness—and the behaviors behind them (e.g., role modeling, integrity, coaching).
- Determine your leadership style using a strategic/contingency approach (SLTi); practice Kouzes & Posner's five key team leadership behaviors.
- Differentiate leaders from managers/supervisors and connect leadership with agency resources, SMART goals, and performance expectations.

Module 2: Leading One's Followers

- Understand sources of power (legitimate, reward, coercive, expert, referent, information) and when to use each.
- Apply influencing strategies beyond "leading by example," including inspirational appeal, consultation, exchange, personal appeal, pressure, and coalition tactics.
- Energize the workforce using equity-based motivation and a practical job aid to tailor motivators to individuals.
- Delegate versus empower—grant authority and responsibility appropriately; recognize the profile of empowered employees and when empowerment fits.
- Develop people through mentoring and coaching; strengthen collaboration and professionalism using the Professional Maturity model, Magnification model, and the Four Agreements.

Module 3: The Leader's Environment

- Set direction with the "5 Questions Every Leader Must Ask" and become a visionary—clarify vision vs. mission vs. objectives.
- Design and communicate vision through the vision process: conceptualize → develop → communicate → align → refine.
- Use systems thinking to anticipate unintended consequences (inputs, throughputs, outputs, outcomes) across the organization.
- Think strategically about the external environment and conduct a S.W.O.T.T. analysis to guide action.
- Foster a learning organization and lead change with strong communication skills, including active listening, feedback, and nonverbal awareness.