COURSE SYLLABUS

Applied Leadership & Management Skills

Learn how to become an effective leader and manager in a business setting. This class covers different leadership and communication styles and techniques for managing a team with confidence.

> 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-management



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Course Outline

Part 1

- Identify the biggest issues that leaders in the workplace face
- Identify and utilize effective communication techniques in order to effectively communicate via email, during presentations, in meetings, and during one-on-one conversations
- Understand how human beings use a range of personality modes in a variety of different situations, and how to master the best approach with each
- Learn how to effectively explain things using principles of brain-based learning
- Learn to communicate goals, feedback, and performance expectations clearly

Part 2

- Understand how to set goals

  Identify blocks that we commonly experience in putting goals into action and how to get rid of those blocks
- Effectively manage conflict in a constructive manner
- Work efficiently with people who seem difficult
- Learn effective behavioral strategies to deal with a range of different behaviors within the work environment and beyond
- Learn time management techniques in order to get it all done, especially in environments where distractions seem to rule the day
- Learn a series of creative thinking techniques to solve problems
- Enhance public speaking and presentation skills for effective leadership communication

  Learn to convey messages clearly and inspire audiences