

# Leadership Skills Bundle Course (Self-Paced)

Our Leadership Skills OnDemand Bundle is designed to equip individuals with essential skills to thrive in their roles. Whether you're a seasoned leader or aspiring to take on more responsibility, this comprehensive bundle will enhance your abilities and drive positive change within your organization.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/leadership-skills-on-demand-bundle>



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## Course Outline

This package includes these courses

- Leadership Essentials Course (Self-Paced) (18 Hours)
- Positive Approaches to Difficult People Course (Self-Paced) (12 Hours)
- Assertiveness Skills Course (Self-Paced) (12 Hours)
- Preparing to Lead in the 21st Century Course (Self-Paced) (12 Hours)

### Leadership Essentials Course (Self-Paced)

- Apply principles and styles of leadership.
- Practice risk and conflict management.
- Empower and delegate to others.
- Effectively set goals.

### Positive Approaches to Difficult People Course (Self-Paced)

- Deal effectively with criticism.
- Recognize conflict-inducing behaviors.
- Analyze your assertive responses.
- Use a six-step technique to develop assertive responses.
- Identify the eight types of difficult people.
- Identify the four quadrants that encompass the eight types of difficult people.
- Identify the strengths and weaknesses of each quadrant.
- Identify positive strategies for dealing with people.

## **Assertiveness Skills Course (Self-Paced)**

- Distinguish between nonassertive, aggressive, passive-aggressive, and assertive behavior.
- List common barriers to communication at work.
- Recognize different communication patterns in the workplace.
- Define congruent verbal and nonverbal communication.
- Identify solutions that may reduce conflict. Receive assertive criticism.

## **Preparing to Lead in the 21st Century Course (Self-Paced)**

- Describe the fundamental state of leadership.
- Assess personal leadership readiness and capacities.
- Identify everyday leadership opportunities and choices.
- Apply a critical thinking process to everyday situations.
- Identify personal leadership development strategies.