COURSE SYLLABUS

Leading and Managing Others Course

Build the foundational skills needed to lead and manage others by exploring the differences between leadership and management, navigating the transition into a leadership role, and applying practical strategies for decision-making, goal setting, and managing competing priorities.

> 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/leading-and-managing-others



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Course Outline

Module 1: Comparing Leadership and Management

- Compare and contrast the concepts of leadership and management.
- Analyze approaches to leadership and management.

Module 2: The Employee-to-Leader Transition

- Identify different responsibilities taken on when moving into a leadership role.
- Describe the changes in relationships with employees, peers, and supervisors when moving into a leadership role.

Module 3: Strategies for Effective Decision-Making

- Identify components of effective decision-making.
- Describe the role of trust and influence in decision-making.
- Implement decision-making strategies that are situationally appropriate.
- Communicate decisions adequately to the appropriate audience.

Module 4: Vision and Goal Setting

- Develop a strategic vision for workplace teams.
- Analyze approaches for goal setting in the workplace.
- Develop SMART goals for self, other individuals, and teams.

Module 5: Managing Multiple Priorities

- Identify competing priorities in one's work.
- Describe approaches for managing multiple priorities.
- Apply strategies for managing multiple priorities.