***Leadership***

**COURSE AGENDA**

 ***Development***

***AIDT Leadership Skills I***

***2-Day Outline***

***I.*** ***Leading People***

 A. Leadership overview

 B. Evolution of leadership

 C. Roles and responsibilities

 D. Situational leadership

 E. An introduction to Kouzes

 and Posner

 F. Developing your leadership

 abilities

 G. Setting goals

***2.*** ***Communication***

 A. What is communication?

 B. How do we communicate?

 C. Understanding

 communication barriers

 D. Paraverbal communication

 skills

 E. Non-verbal communication

 F. Listening skills

 G. Asking good questions

 H. Written communication

 I. Understanding your

 communication style

***3.*** ***Teamwork***

 A. What is a team?

 B. Types of teams

 C. Solving problems as a team

 D. Encouraging teamwork

***4.*** ***Leading multiple generations***

 A. Managing multi-generational

 teams

 B. Generational friction

 C. Generations working together

 D. Managing different

 generations

 E. Motivating multi-generations

 F. Multi-generational benefits

 *AIDT Leadership Skills I*

 *August 28 & 28, 2018*

 *8:00 a.m. – 4:00 p.m.*

 *$30.00 per person*

 *(Limit 20)*

**Training Offered Locally**

 *Enterprise Business Incubator*

 *102 Commerce Drive*

 *Enterprise, AL 36330*

 *334-393-4769 to register*

 AIDT Leadership Development training programs

introduce team leaders, supervisors and managers to

effective leadership responsibilities, communication

skills, teamwork and motivation techniques.

This two-day course will focus on skills

that all leaders need to be effective. Companies in the

WEDC service area are invited to send personnel to

the training with reservations available on a first-come,

first-serve basis.

All course materials, breaks and lunch for each

of the two days are provided. Attendees must be

present both days and pass a written exam at the end

of the course presentations to successfully complete

the requirements of the course.

***COURSE SPONSORS***

 