***Leadership***

***AIDT Leadership Skills II Outline***

I. Office Politics & Personality Styles

A. Office politics

B. Encourage respect

C. Interacting and influencing

2. Ethics in Business

A. Ethics

B. The gray area

C. Common ethical dilemmas

D. Overcoming obstacles

E. Ten benefits of managing ethics

F. Ensuring ethical behavior

3. Time Management

A. Setting goals

B. The three P’s

C. The SMARTER way

D. Prioritizing your goals & time

E. Tackling procrastination

F. Crisis leadership

G. Organizing your workspace

H. Delegating made easy

4. Giving Feedback

A. When should feedback

occur?

B. Preparing and planning

C. During the feedback session

D. After the session

5. Conflict Management

A. Introduction to conflict

management

B. Conflict resolution styles

C. Dealing with problem

employees

D. Behaviors to avoid

6. Critical Thinking/Problem Solving

A. Introduction to critical thinking

B. Logical thinking

C. Characteristics of critical

thinking

D. Evaluating information

E. Benefits of critical thinking

F. Identifying root causes of

problems

G. Decision making styles

**COURSE AGENDA**

***Development***

*AIDT Leadership Skills II*

*October 16 & 17, 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***

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