

This is a 12 course online blended-learning curriculum with a highly experienced executive coach. The learning methodology is based on the Performance Assurance System™, a research-based and award-winning learning model for sustainable results. Accelerate your personal leadership development journey with our leader assessment, leading practice learning methodology, coaching, 24/7 online and mobile micro-courses with games and quizzes to support learning and mastery of leadership skills and knowledge. Our leadership curriculum focuses on essential skills and behaviors needed to lead others and be a constructive sponsor for meaningful change.

TIME MANAGEMENT

- Missions/Goals/Manage “A” Priorities
- Eliminating Time Wasters
- Scheduling SMART
- Finding Hidden Time
- Maximizing Productivity

PROJECT MANAGEMENT

- Intro to Project Management
- Project Definition
- Project Planning
- Project Implementation
- Project Closure

CHANGE MANAGEMENT

- Understanding Change
- Initiating and Leading Change
- Four Stages of Change Transitions
- Communicating During Change Transition
- Leading Non-Stop Change

COACHING AND MENTORING

- Getting the Right Help
- Mentoring Peers
- Coaching Peers
- Self-Coaching
- Giving and Receiving Feedback

EXPERTISE/EMPLOYEE RETENTION

- Leadership Expertise
- Confidence in any Situation
- Leadership Credibility
- Hiring the Right Talent
- Retaining the Right Talent

CAREER DEVELOPMENT

- Overcoming Workplace Barriers
- Assertiveness
- Meeting Skills
- Conflict Management
- Moving Up the Ladder

PROBLEM-SOLVING

- Early Problem Recognition
- Four Stages of Creative Problem-Solving
- Defining/Analyzing Problems Accurately
- Confident Decision-Making
- Crisis Resolution

INFLUENCE

- Appropriate Use of Power
- Six Influence Techniques
- Getting Others to Follow Your Lead
- Unpopular Positions
- Win-Win Negotiation

ETHICS

- Introduction to Ethics
- Employee Ethical Responsibilities
- Ethical Dilemma Decision-Making
- Ethical Problem-Solving
- Leading Ethical Conduct

CRITICAL THINKING

- Introduction to Critical Thinking
- Managing Deception and Fallacies
- Persuasive Arguments
- Checklists for Rational Decisions
- Optimal Understanding: Explanations

RESPONSIBLE INITIATIVE

- Personal Leadership
- Initiative for Responsible Results
- Achieving Results with Others
- Personal Accountability
- Overcoming Obstacles

REWARDS AND RECOGNITION

- Giving Rewards and Recognition
- Self-Appreciation
- Appreciative Inquiry
- Customer Appreciation
- Empowered Compliments