

# Supervisors And Managers

## Leadership And Influence Course Outline:

### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Module Two: The Evolution of Leadership

- Defining Leadership
- Characteristics of a Leader
- Leadership Principles
- A Brief History of Leadership
- Historical Leaders
- Modern Leaders
- The Great Man Theory
- The Trait Theory
- Transformational Leadership
- Summary

### Module Three: Situational Leadership

- Situational Leadership: Telling
- Situational Leadership: Selling
- Situational Leadership: Participating
- Situational Leadership: Delegating

### Module Four: A Personal Inventory

- An Introduction to Kouzes and Posner
- Model the Way
- Inspire a Shared Vision
- Challenge the Process
- Enable Others to Act
- Encourage the Heart
- A Personal Inventory
- Creating an Action Plan
- Set Leadership Goals

- Address the Goals
- Seek Inspiration
- Choose a Role Model
- Seek Experience
- Create a Personal Mission Statement

### Module Five: Modeling the Way

- Determining Your Way
- Being an Inspirational Role Model
- Influencing Others' Perspectives

### Module Six: Inspiring a Shared Vision

- Choosing Your Vision
- Communicating Your Vision
- Identifying the Benefit for Others

### Module Seven: Challenging the Process

- Developing Your Inner Innovator
- Seeing Room for Improvement
- Lobbying for Change

### Module Eight: Enabling Others to Act

- Encouraging Growth in Others
- Creating Mutual Respect
- The Importance of Trust

### Module Nine: Encouraging the Heart

- Sharing Rewards
- Celebrating Accomplishments
- Making Celebration Part of Your Culture



## **Module Ten: Basic Influencing Skills**

- The Art of Persuasion
- The Principles of Influence
- Creating an Impact

## **Module Eleven: Setting Goals**

- Setting SMART Goals
- Creating a Long-Term Plan
- Creating a Support System

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations