

## **American Management Association's Developing Executive Leadership**

### ***Learning Objectives***

- Understand Four Critical Competencies of Executive Leadership
- Distinguish the Differences Between Leadership and Management
- Understand the Importance of Vision to Strategic Thinking
- Prioritize Based on First Things First<sup>®</sup> Principles
- Understand and Apply Situational Leadership<sup>®</sup> II
- Coach Employees Toward Improved Performance
- Identify Ways to Use Business Ethics to Build Trust
- Assess Personal Values and Integrate Them into the Business Setting
- Describe Three Keys to Motivating the Workforce
- Improve Communication Through Active Listening and Future-Focused Conversations
- Define Emotional Intelligence and Explain How It Benefits an Organization
- Understand Your Emotional Intelligence Strengths and Developmental Needs
- Draw a Personal Development Plan for Further Development as a Leader

### ***The Leadership Challenges***

- Recognize Your Leadership Challenges
- Consider the Various Definitions of Leadership
- Articulate the Four Competencies of Effective Leaders
- Describe the Difference Between Leading and Managing
- Understand the Power of Vision in Organizations

### ***Leading with the Head:***

#### ***Strategic Leadership Prioritization and Goal Setting***

- Define the Elements of Strategic Leadership and a Strategic Plan
- Focus Your Vision in a Way That Is Meaningful to You
- Understand the Importance of Prioritization
- Know the Essence of Goal Setting and How to Set Goals That Will Be Accomplished

***Leading with the Hands:  
Understanding and Appreciating Situational Leadership® II  
“The Art of Influencing Others***

- Define Leadership as the Art of Influencing Others
- Identify the Three Skills of a Situational Leader
- Improve Team Performance Through Coaching

***Leading with the Feet:  
Building Trust, Understanding Personal Values, and Making Ethical  
Decisions***

- Recognize the Factors That Impact Trust in Organizations
- Tie the Four Cornerstones of Trust to the Four Competencies of Effective Leadership
- Understand the Nature of Two-Way Trust and How to Build It
- Anticipate Value Differences at Work
- Know How to Approach Ethical Dilemmas in a Logical, Rational Manner

***Leading with the Heart:  
Motivation, Culture, Communication and Emotional Intelligence***

- Identify the Three Main Things That Motivate Employees
- Create a Greater Sense of Pride and Enjoyment in Your Employees
- Listen and Communicate with Others More Effectively
- Focus on the Future in More Positive Terms
- Understand the Elements of Emotional Intelligence
- Know Where Your Emotional Intelligence Strengths and Development Needs Lie

***Leadership Development Plans***

- Complete a Leadership Development Plan
- Receive Feedback on Your Development Plan
- Prepare and Plan for the Continuing Learning Experiences