

American Management Association's Developing Executive Leadership

Learning Objectives

Leadership Challenges

- Identify Four Critical Competencies of Executive Leadership
- Distinguish Between Leadership and Management

Head

- Articulate the Importance of Vision for Strategic Thinking
- Prioritize Using the First Things First[®] Principles

Hands

- Describe and Apply Situational Leadership[®] II
- Coach Employees Toward Improved Performance

Feet

- Identify Ways to Use Business Ethics to Build Trust
- Assess Personal Values and Integrate Them into the Business Setting

Heart

- 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
- Discover Your Emotional Intelligence Strengths and Developmental Needs

LESSON ONE

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
- Explain 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
- Know the Essence of Goal Setting and Ways to Set Goals That Will Be Accomplished
- Understand the Importance of Prioritization

LESSON TWO

Leading with the Hands

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

LESSON THREE

Leading with the Feet

- Recognize the Factors That Impact Trust in Organizations
- Tie the Four Cornerstones of Trust to the Four Competencies of Effective Leadership
- Explain 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

LESSON FOUR

Leading with the Heart

- Identify the Three Main Things That Motivate Employees
- Foster a Greater Sense of Pride and Enjoyment Among Your Employees
- Differentiate Among the Different Types of Organizational Culture
- 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

Action Planning

- Build an Action Plan to Help Apply and Integrate the Concepts from This Course into Your Daily Work Life