American Management Association's
Preparing for Leadership: What It Takes to Take the Lead

**Is There a Leader in You?**

- Discuss Which Qualities Senior Management Looks for in Candidates for Leadership Positions
- Explain What Followers Expect from Their Leaders
- Identify Your Major Strengths and Areas for Improvement as a Leader
- Build Your Leadership Development Plan Using the Leadership Model

**What Do Leaders Talk About?**

- Assess Your Own Leadership Style
- Develop the Most Effective Leadership Style for Your Position
- Identify and Use Effective Communication Patterns
- Identify the Types of Subjects Leaders Discuss
- Create a Vision, Set Direction and Give Instructions That Are Understood and Followed
- Explain the Benefits of Vision, Mission, and Values Statements That Are Thoroughly Implemented

**What Is Your Leadership Image?**

- Project the Positive Professional Image of a Leader
- Understand the Importance of Trust and Its Effects on Followers
- Build Relationships of Trust with Those You Lead

**How Can You Build Your Influence and Power?**

- Identify a Leader’s Sources of Power and Influence
- Describe Ways That Leaders Can Build Their Power and Influence
- Expand Your Power Network By Developing Key Relationships
- Understand the Limitations on the Use of Your Power and Influence
- List the Traps to Avoid in Using Power
How Should You Use Organizational Politics?

- Differentiate Between Good Politics and Bad Politics
- Explain Why Leaders Must Understand and Participate in Organizational Politics
- Describe How Leaders Develop and Advance Their Leadership Agenda
- Explain Strategies for Getting Others to Support Your Agenda
- Cope with and Survive the Agendas of Adversaries

How Can You Motivate People?

- Explain the Things That Really Motivate People
- List the Factors That Make People Act the Way They Do
- Explain How to Handle Former Peers Who Resist Your Authority
- Describe How to Handle Difficult People