

## **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