

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

***Learning Objectives***

- Position Yourself to Compete for Leadership Assignments
- Deploy Your Strengths and Maximize Your Potential
- Avoid Pitfalls and Overcome Obstacles
- Build Your Power, Prestige, and Political Savvy
- Survive Organizational Politics
- Create a Plan to Transform Yourself into a Leader

***LESSON ONE***

***Is There a Leader in You?***

- Describe the Qualities Senior Management Looks for in Candidates for Leadership Positions
- Explain What Followers Expect from Leaders
- Identify Your Major Strengths and Areas for Improvement as a Leader
- Describe the Importance of Trust and Its Effects on Followers

***LESSON TWO***

***Your Leadership Style***

- Identify the Four Leadership Styles
- Assess Your Leadership Style
- Develop the Most Effective Leadership Style for Your Position

***What Do Leaders Talk About?***

- 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
- Project the Image and Speak the Language of a Leader

***What Is Your Leadership Image?***

- Project the Image of a Leader

## ***LESSON THREE***

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

- Describe Ways That Leaders Can Build Their Power and Influence
- Expand Your Power Network By Developing Key Relationships
- Understand Precautions to Take in Exercising Power and Influence

### ***How Should You Handle 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