

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

Learning Objectives

- Identify Respected Leadership Qualities and Begin to Build Your Authentic Leadership Voice
- Gain Insights into How to Develop and Pursue Your Own Leadership Style
- Project a Positive Trusted Professional Image
- Identify and Use Your Sources of Power and Influence
- Expand Your Networks by Developing Key Relationships
- Effectively Participate in Organizational Politics
- Motivate Others and Avoid Demoralizing Behaviors with All Types of Team Members

Who Is the Leader in You?

- Identify the Qualities and Skills of Effective Leaders
- Assess Your Own Proficiency with the Qualities and Skills of Effective Leaders

Leadership Styles and Communication

- Identify Different Leadership Styles
- Assess Your Own Leadership Style
- Identify and Use Effective Communication Patterns
- Identify the Types of Subjects Leaders Discuss
- Explain the Benefits of Vision, Mission, and Value Statements That Are Followed throughout the Organization
- Create Vision, Mission, and Value Statements

What Is Your Image as a Leader?

- Project Executive Presence—A Positive Professional Image of a Leader
- List the Factors That Impact Trust
- Establish Credibility and Authenticity with Others
- Apply Knowledge of Your Own Leadership Skills and Presence to Better Lead Your Teams

Relationships and Networking—How to Build Power and Influence and Handle Organizational Politics

- Identify a Leader's Sources of Power and Influence
- Assess Your Own Power and Influence
- Expand Your Power Networks by Developing Key Relationships
- Describe Ways That Leaders Can Build Their Power and Influence
- Differentiate Between Good Politics and Bad Politics
- Explain Why Leaders Must Understand and Participate in Organizational Politics
- Identify the Different Political Organizational Structures That Exist
- Identify Strategies for Getting Others to Support Your Agenda
- Effectively Engage with Adversaries

How You Can Motivate and Mentor Others

- Identify Ways to Motivate and Engage Your Team
- Manage a Coaching Discussion
- Differentiate Mentoring from Coaching
- Identify What Makes for a Good Mentor and a Positive Mentor-Mentee Relationship