

# **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 Own Teams.

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

- Identify a Leader's Sources of Power and Influence.
- Assess Their Own Power and Influence.
- Expand Their 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 Their 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