

## ExecuTrain Course Outline

# Introduction to Leadership

NSL-S0084

1 Day



## Description

This 1-day course covers leadership definitions and behavior, ethical leadership, understanding change, and applying leadership power.

## Prerequisites

- None

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ define leadership.
- ✓ identify effective leadership behavior.
- ✓ apply ethical leadership.
- ✓ apply different types of leadership power.

## Outline

### Defining Leadership

- Defining Leadership as an Ability and a Process
- Understanding the Leadership Cycle

### Understanding Effective Leadership Behavior

- Understanding Leader Traits
  - Drive
  - Desire to Lead
  - Honesty and Integrity
  - Self-Confidence
  - Cognitive Ability
  - Knowledge of the Business
- Understanding Leader Tasks
  - Envisioning Goals
  - Affirming Values
  - Motivating
  - Maintaining Positive Attitudes
  - Restoring Confidence
  - Managing
    - Achieving Unity Among Workgroups
    - Providing Explanations
    - Advocating Renewal
    - Serving as a Symbol
    - Representing the Group

### Applying Ethical Leadership

- Understanding Leader Motives
  - Operating Within Legal Boundaries
  - Considering Economic and Social Pressure
  - Meeting Self-Interest
- Recognizing and Communicating the Ethics of a Problem
- Eliminating Rationalization
- Displaying Respect for Others
- Defining Personal Worth with Ethical Behavior

### Applying Leadership Power

- Using Power to Your Advantage
  - Referent Power
  - Expert Power
  - Reward Power
  - Coercive Power
  - Legitimate Power
- Selecting Different Power Types
- Sources of Power
  - Developing Relationships
  - Using and Building Interpersonal Skills
  - Establishing a Good Reputation and Past Performance History
  - Increasing Knowledge, Skills, and Information
  - Controlling Resources