

EFFECTIVE ORGANIZATIONAL LEADERSHIP®

Create High Performance Leadership

- Build on existing strengths
- Recognize positive qualities and potential
- Advance beyond ordinary knowledge and skills
- Increase inner strengths at a faster rate
- Develop attitudes and habits that place you at the top
- Practice skills that produce concrete benefits

<p>ONE: Developing a Positive Self-Image</p> <ul style="list-style-type: none">▪ The Relationship Between Self-Image and Effective Leadership▪ Choosing Courage▪ Overcoming Negative Attitudes▪ Creating a Positive Self-Image▪ Special Kinds of Courage▪ The Benefits of a Positive Self-Image	<p>SIX: Minimizing Stress</p> <ul style="list-style-type: none">▪ Making Stress Work for You▪ Managing by Goals▪ Identifying Priorities▪ Keeping in Touch▪ Preventing Burnout▪ Keeping Your Perspective
<p>TWO: The Challenge of Effective Leadership</p> <ul style="list-style-type: none">▪ The Purpose of a Leader▪ A Leadership Philosophy▪ Characteristics of Effective Leadership▪ The Rewards of Effective Leadership	<p>SEVEN: Leading through Communication and Persuasion</p> <ul style="list-style-type: none">▪ Communication - The Human Connection▪ Planning the Total Message▪ Communicating Verbally▪ Listening for the Total Message▪ Communicating in Writing▪ Giving Instructions▪ The Power of Persuasion
<p>THREE: Goal Setting and Organizational Success</p> <ul style="list-style-type: none">▪ The Power of Goal Setting▪ Committing to Organizational Goals▪ Designing Your Destiny▪ Establishing Priorities▪ Making Workable Plans	<p>EIGHT: Using Power and Authority Effectively</p> <ul style="list-style-type: none">▪ Sources of Authority and Power▪ Making the Most of Power and Authority▪ Sharing Power with Team Members▪ Enjoying the Benefits of Leadership
<p>FOUR: Human Behavior and Motivation</p> <ul style="list-style-type: none">▪ Methods of Motivation▪ Understanding Human Behavior▪ Recognizing Behavioral Styles▪ Establishing a Motivational Climate	<p>NINE: Decision Making and Problem Solving</p> <ul style="list-style-type: none">▪ Effective Decision Making and Problem Solving▪ Goals as the Basis of Decisions▪ The Problem-Solving Process▪ Creativity in Decision Making and Problem Solving
<p>FIVE: Maximizing Productivity</p> <ul style="list-style-type: none">▪ Bringing Out the Best in Team Members▪ Delegating With a Purpose▪ Training for Growth and Renewal▪ Integrating Personal and Organizational Goals▪ Tracking Performance▪ Providing Feedback on Performance▪ Recognizing and Rewarding Productivity	<p>TEN: Empowering People</p> <ul style="list-style-type: none">▪ Creating a Motivational Climate▪ Keys to Increasing Productivity▪ Principles of Effective Team Member Development▪ Training for Results▪ Resolving Problems▪ Empowering Yourself