

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