

Managerial Leadership

Course Length: 1 Day

Prerequisites: None

Performance-Based Objectives: In this course, students will:

- ◆ Identify a leader and the role of leadership. Define the vision of an organization.
- ◆ Communicate and gain support for the organization's vision. Learn how to implement the organization's vision.
- ◆ Identify and communicate the process of change and the benefits of change.
- ◆ Determine and strengthen leader and employee roles. Align and evaluate employees' priorities and performance.

Course Content

Unit 1: Leading With a Vision

In this unit, students learn about the **differences between a leader and a manager**. They learn how to **identify the leaders of an organization**. They identify the steps to **encourage leadership** in employees. Next, they learn about the **key questions** to ask when **defining the vision of an organization**. They learn about the **people who should be involved** in writing a vision statement of an organization. They identify the **guidelines to follow** when they write a vision statement and the **benefits of a unified vision statement**. The importance of **aligning employees' goals with the goals of the organization** is explained. Students also learn about the **benefits of involving employees** in setting goals and the **steps to set goals**.

Topic A: Role of leadership

Topic B: Vision

Topic C: Goals

Unit 2: Making Vision a Reality

Guidelines to communicate effectively are presented. Students learn about **gaining support for their vision** and its **benefits**. They also learn about the **role of empowerment** in gaining support and about the steps to **implement the organization's vision**.

Topic A: Communicate and support vision

Topic B: Implement vision

Unit 3: Defining Employee Roles and Priorities

Students learn about the importance for leaders and employees to **understand their roles** and to **match the employees' skills** with their roles. They learn to help employees **learn their roles** in an organization. **Guidelines to help employees** align their priorities are explained. Students learn about the **importance of feedback** in evaluating performance.

Topic A: Employee roles

Topic B: Employee priorities

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Unit 4: Employing Motivational Strategies

Students learn about the **guidelines to follow** when motivating employees and the **pitfalls** of poor leadership. They learn about the **importance of employee apathy** and the **hindrances** to motivational strategies.

Topic A: Employee motivation

Topic B: Employee apathy

Unit 5: Planning for Change

Students study **planned change** and when **change needs to occur** in an organization. They learn about the **three phases** involved in the change process and about the **questions** that employees might ask about change and the guidelines to **communicate change**. Finally, students learn about the **benefits of change**.

Topic A: Change process

Topic B: Communication

Unit 6: Motivating Employees Through Change

Students learn about **role models**. They learn about the guidelines to **motivate employees** and the importance of **setting goals**. They learn about the **barriers to change**, the **pitfalls** during the change process, and the **steps to solve problems effectively** during change. They understand the importance of **damage control** during the change process. They also learn how to use **leadership to overcome resistance**. Finally, they learn about the **common responses** to conflict and how to **resolve conflict**.

Topic A: Motivate employees through change

Topic B: Resistance and conflict

Unit 7: Coping Through a Change Process

Students identify the different **phases of workplace grief**. They learn about the **common sources of stress** in a workplace. They learn how **failure leads to growth** and about the guidelines to **handle mistakes**.

Topic A: Effects of change

Topic B: Failures and mistakes