

LEADERSHIP TEXT OUTLINE

YOU POSSESS THE ABILITY TO LEAD

Leaders: Born or Made?
Leadership and You
Leadership Comes from Within
Strengthen Your Strengths
Enjoy the Journey

PREPARATION FOR LEADERSHIP

Success Comes from Within
The Secret of Success and Happiness
Authority and Power
Directing Change
Assessing Your Strengths
An Additional Assessment
The Choice is Yours

A PRODUCT OF THE PAST

Behavior and Conditioning
Influence from Family
Positive Conditioning
Social Acceptance
The Fear of Mistakes
The Value of Mistakes

UNDERSTANDING AND AFFIRMING YOUR “SELF”

The Importance of Understanding You
Your Three “Selves”
Your Three “Selves” in the Workplace
Focusing on the Positive
Affirming Your “Self”
The Ladder of Success

LEADERSHIP TEXT OUTLINE

GOAL SETTING FOR SUCCESS

- Do You Know Where You're Going?
- The Goal-Setting Process
- The Six Components of the Goal Setting Process
- Four Types of Goals
- Key Criteria for Effective Goal Setting
- Effective Use of a Goal Planning Sheet
- Obstacles to Your Success
- Overcoming Obstacles and Taking Action
- The Importance of Goals

BUILDING SUCCESS ATTITUDES AND HABITS

- Developing Habits
- Attitudes
- Building Positive Habits for Positive Results
- Overcoming Obstacles to Change

TURNING SOLUTIONS INTO ACTIONS

- The Importance of Action Steps
- Procrastination
- Managing Worry
- Managing Frustration
- Courage

MANAGING YOUR TIME

- Concept of Time Management
- Common Enemies of Time
- Overcoming Procrastination
- Don't Make Excuses
- Don't Wallow in Regrets
- Designing a Time Program that Works
- Planning with a Purpose
- Making the Most of Your Time
- Delegation and Management

LEADERSHIP TEXT OUTLINE

COMMUNICATION AND HUMAN RELATIONS

- The Potential for Miscommunication
- Successfully Communicating Ideas
- The Emotional Content of Communication
- Principles of Successful Communication
- Active Listening
- Building Relationships Through Communication

MOTIVATION

- Leadership Through Motivation
- Emotion and Logic
- Human Needs
- Methods of Motivation
- Cost/Benefit Analysis

DECISION MAKING AND PROBLEM SOLVING

- Decisions, Habits, and Attitudes
- Making Quality Decisions
- The Elements of the Decision Making Process
- A Final Word

CONTINUING YOUR LEADERSHIP GROWTH

- Today's Challenge
- Self-Evaluation
- Maintaining the Habit of Goal Setting and Achieving
- Commitment to Growth
- Be an Individual
- There is No Age Limit!
- You've Only Just Begun!

LEADERSHIP ACTION PLAN OUTLINE

INTRODUCTION TO PERSONAL ACHIEVEMENT

The Nature of Goal Setting
Your Action Plan—An Overview
Guidelines for Initial Goal Setting

DREAM INVENTORY

Introduction to Dream Inventory
Dream Inventory
Checkpoint

SELF-EVALUATION

The Total Person
Life Wheel

MENTAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Mental Strengths
“Where I Stand Now” Narrative
Goal Categories

SOCIAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Social Strengths
“Where I Stand Now” Narrative
Goal Categories

PHYSICAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Physical Strengths
“Where I Stand Now” Narrative
Goal Categories

LEADERSHIP ACTION PLAN OUTLINE

FINANCIAL/CAREER DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Financial/Career Strengths
“Where I Stand Now” Narrative
Goal Categories

FAMILY LIFE DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Family Life Strengths
“Where I Stand Now” Narrative
Goal Categories

ETHICS AND BELIEFS DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Ethics and Beliefs Strengths
“Where I Stand Now” Narrative
Goal Categories

SETTING GOALS AND ESTABLISHING PRIORITIES

Introduction
Mental Development
Social Development
Physical Development
Financial/Career Development
Family Life Development
Ethics and Beliefs Development
Checkpoint

GOAL PLANNING SHEETS

Instructions
An Example
Goal Planning Sheets
Final Checkpoint

LEADERSHIP ACTION PLAN OUTLINE

ORGANIZATIONAL GOALS PROGRAM

- Overall Organizational Goals
- Departmental/Divisional/Team Goals
- Position Description
 - Instructions
 - Worksheet

PRODUCTIVITY

- Definition of Productivity
- Evaluation Questionnaire – Productivity
- Goal Categories – Productivity
- Setting Goals and Establishing Priorities – Productivity
- Setting and Planning Goals – Productivity

TIME MANAGEMENT

- Time Analysis Instructions
- Time Evaluation Matrix
- Time Summary Form
- Evaluation Questionnaire – Time Management
- Goal Categories – Time Management
- Setting Goals and Establishing Priorities – Time Management
- Setting and Planning Goals – Time Management

GOALS SUMMARY

- Instructions
- Goals Summary Sheets

GOALS ACCOMPLISHED

- Instructions
- Goals Accomplished Summary Sheets