

Standard 2-Day Outline

AIDT Leadership Skills I

Day One

- I. Introduction
 - A. AIDT Overview
 - B. Program Content/Training Materials
 - C. Student Participation

- II. Managing the Human Resource
 - A. “Win as Much as You Can”
 - B. Manager’s Role

- III. Responsibilities of a Supervisor
 - A. Motivator
 - B. Leader
 - C. Evaluator
 - D. Communicator

- IV. Communication
 - A. The Communication Process
 - B. Active Listening
 - C. What’s My Communication Style?

- V. Improving Work Relationships
 - A. Teamwork Basics
 - B. Consensus Decision Making

**Individual Work
-Quality Crunch

Standard 2-Day Outline

Day Two

- VI. Working Together Successfully
 - A. Quality Crunch
 - B. Respecting our Differences

- VII. Motivation
 - A. The Pygmalion Effect
 - B. Hierarchy of Human Needs
 - C. Assumptions

- VIII. Leadership Skills
 - A. What is Leadership?
 - B. Managers vs. Leaders

- IX. Putting It All Together
 - A. Successful Supervision
 - B. Seminar Critiques
 - C. The Next Step