

# Standard 3-day Outline

## AIDT Leadership Skills I

### Day One

- I. Introduction
  - A. AIDT Overview
  - B. Instructor
  - C. Training Materials
  - D. Student Participation
  
- II. Managing the Human Resource
  - A. “Win as Much as You Can”
  - B. Organizational Model
  - C. Manager’s Role
  
- III. Supervisor Responsibilities
  - A. Motivator
  - B. Leader
  - C. Evaluator
  - D. Communicator
  
- IV. Improving Work Relationships
  - A. Cultural Awareness
  - B. Men and Women Working Together
  - C. Team Basics
  
- V. Individual Work
  - A. Quality Crunch at Rockport (day two)
  - B. What’s My Communication Style? (day two)
  - C. Supervisory Skills Questionnaire (day three)

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### Day Two

- VI. Communication Basics
  - A. Working Together
  - B. Communication Relationships
  - C. What's My Communication Style?
  
- VII. Active Listening
  - A. The Art of Listening
  - B. Key listening elements
  
- VIII. Effective Communication
  - A. What you say vs. how you say it
  - B. Impressions
  - C. Written Communication
  
- IX. Individual Work - Supervisory Skills Questionnaire

### Day Three

- X. Motivation
  - A. What Do Employees Want?
  - B. Classical Motivation Concepts
    - 1. Law of Effect
    - 2. Theory X and Theory Y
    - 3. Hierarchy of Needs
  
- XI. Leadership
  - A. What is Leadership?
  - B. Supervisory Skills
  
- XII. Putting It All Together
  - A. Successful Supervision
  - B. The Next Step
  
- XIII. Conclusion
  - A. Seminar Critiques
  - B. Q & A