

## Standard 2-Day Outline

# AIDT Leadership Skills I

### Day One

- I. Introduction
  - A. AIDT Overview
  - B. Program Content/Training Materials
  - C. Student Participation
  
- II. Leading the Human Resource
  - A. Your Company's Most Valuable Resource
  - B. Leader's Role
  
- III. Leader Responsibilities
  - A. Empowerment
  - B. Motivator
  - C. Leader
  - D. Evaluator
  - E. Communicator
  
- IV. Improving Work Relationships
  - A. Respecting our Differences
  - B. Principles of Teamwork
  - C. Consensus Decision Making

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### Day Two

- V. Communication
  - A. Effective Communication
  - B. Methods of Communication
  - C. Feedback
  - D. What's My Communication Style?
  
- VII. Motivation
  - A. The Law of Effect
  - B. The Pygmalion Effect
  - C. Hierarchy of Human Needs
  - D. Theory X and Y
  
- VIII. Leadership Skills
  - A. What is Leadership?
  - B. Managers vs. Leaders
  
- IX. Putting It All Together
  - A. Successful Leadership
  - B. Final Test and Evaluations
  - C. The Next Step