

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

Day Two

- V. Communication
 - A. Effective Communication
 - B. Methods of Communication
 - C. Feedback
 - D. What's My Communication Style?

- VI. Motivation
 - A. The Law of Effect
 - B. The Pygmalion Effect
 - C. Hierarchy of Human Needs
 - D. Theory X and Y

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

- VIII. Putting it all Together
 - A. Successful Leadership
 - B. Final Test and Evaluations
 - C. The Next Step