AIDT Leadership Skills 2 Outline

Leading Through Others

October 2023

I. Personality Style Inventory

 A. Extroverts/Introverts

 B. Sensors/Intuitives

 C. Thinkers/Feelers

 D. Judgers/Perceivers

II. Diversity/Inclusion

 A. Introduction

 B. Definitions

 C. Virtually Imperceptible Inequities

 1. Examples of Micro-Affirmations

 2. The Antidote: Micro-Affirmations

 D. Changing Your Personal Approach to Inclusion

 E. Showing Respect

 1. Different Ways of Conveying Respect

 F. Lead by Example

 1. Be Part of the Solution

 2. Respond with Grace While Setting the Record Straight

 3. Speak Up if You Experience of Notice Offensive Behavior

 G. The “FAIR” Way to Manage Diversity

 1. Feedback

 2. Assistance

 3. Inclusion

 4. Respect

III. Conflict Management

 A. An Introduction to Conflict Resolution

 1. What is Conflict?

 2. What Causes Conflict?

 3. When Should You Step In?

 4. What is Conflict Resolution?

 B. Approaches to Conflict Resolution

 1. Negotiation

 2. Competition

 3. Avoidance

 4. Compliance

 C. Dealing with Upset Employees

 1. Behaviors to avoid

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IV. Motivating and Coaching Employees

 A. What is Motivation?

 B. Extrinsic vs Intrinsic Motivation

 C. Creating A Motivating Environment

 1. Provide Interesting and Stimulating Work

 2. Set Challenging but Achievable Goals

 3. Provide the Right Rewards

 D. Coaching

 1. What is Coaching?

 2. Introducing the G.R.O.W. Model

 3. Identifying the First Step

 4. Getting Motivated

 5. Reaching the End

 6. Transitioning the Employee