AIDT Leadership Skills 3 Outline

Leading Oneself

October 2023

I. Emotional Intelligence

 A. What is Emotional Intelligence?

 B. Personal Competencies

 1. Self-Awareness

 2. Self-Management

 3. Social Awareness

 4. Relationship Management

 C. Skills in Emotional Intelligence

 1. Accurately Perceive Emotions

 2. Use Emotions to Facilitate Thinking

 3. Understand Emotional Meanings

 4. Manage Emotions

 D. Apply EQ/EI Skills

 1. Understanding and Managing Emotions in the Workplace

 2. Disagreeing Constructively

 3. Assessing a Situation

 E. Benefits of Emotional Intelligence

II. Informed Decision Making

1. Characteristics of a Critical Thinker
2. Curiosity
3. Flexibility
4. Common Sense
5. Decision-Making Steps
6. Define the Problem
7. Gather the Facts and Data
8. Organize the Information
9. Develop Options
10. Analyze the Alternatives and Make Your Decision
11. Three Kinds of Decisions
12. What To Do When You Make a Bad Decision
13. Don’t Ignore It or Cover It Up
14. Learn from Your Mistakes
15. Decide What You Should Do Now
16. Get Your Team Involved
17. Steps For Good Decision-Making

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III. Time Management

 A. Setting Goals

 B. The Three P’s

 1. Positive

 2. Personal

 3. Possible

 C. Prioritizing Your Time

 D. Tackling Procrastination

 1. Why Do We Procrastinate

 2. Ways to Overcome Procrastination

 E. Delegating Made Easy

 1. When to Delegate

 2. To Whom Should You Delegate?

IV. Taking Initiative

 A. What is Initiative?

 B. Benefits, Personal and Professional

 C. Why People Do Not Take Initiative

D. How To Take Initiative

 1. Make Initiative a Priority

 2. Be Open-Minded

 3. Be Adaptable

 4. Take Responsibility

 5. Recognize When You Can Step In

 6. Know Your Strengths and Skills

 7. Go the Extra Mile

 E. Confidence

 1. Build Confidence

 2. Positive Thinking