

AIDT Leadership Skills 1 Outline
Building a Leadership Foundation
October 2024

- I. Leading people
 - A. Leadership overview
 - B. Evolution of leadership
 - 1. Defining leadership
 - 2. Characteristics of a leader
 - 3. Modern leaders: economic and scientific
 - C. Roles and responsibilities
 - 1. Brainstorming exercise
 - D. Situational leadership
 - Hersey-Blanchard situational leadership model
 - 1. Telling
 - 2. Selling
 - 3. Participating
 - 4. Delegating
 - E. An introduction to Kouzes and Posner
 - 1. Model the way
 - 2. Inspire a shared vision
 - 3. Challenge the process
 - 4. Enable others to act
 - 5. Encourage the heart
 - F. Developing your leadership abilities
 - 1. The circle of influence
 - 2. Thinking outside the box
 - 3. The pareto principle and the leader
 - 4. Encouraging growth in others
 - 5. Creating mutual respect
 - 6. The importance of trust
 - 7. Sharing rewards
 - 8. Celebrating accomplishments
 - 9. Making celebration part of your culture
 - 10. Creating an impact

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II. Communication

- A. What is communication?
- B. How do we communicate?
- C. Understanding communication barriers
- D. Tips for conveying clear messages
- E. Paraverbal communication skills
 - 1. Pitch
 - 2. Tone
 - 3. Speed
- F. Non-verbal communication
 - 1. All about body language
 - 2. Interpreting gestures
- G. Listening and hearing
 - 1. Active listening
 - 2. Benefits of active listening
 - 3. Tips for active listening
 - 4. Tips for conveying clear messages
 - 5. Comparison of poor listener and active listener
- H. Asking good questions
 - 1. Open
 - 2. Closed
 - 3. Probing
- I. Written communication
 - 1. Spelling and grammar
 - 2. Writing e-mails

III. Teamwork

- A. What is a team?
- B. Types of teams
 - 1. Traditional
 - 2. Self-directed
 - 3. Virtual
- C. Tuckman and Jensen's four-phase model
- D. Why do teams fall apart?
- E. Making meetings work
- F. How to make meetings work
 - 1. Before the meeting
 - 2. During the meeting
 - 3. After the meeting
- G. Virtual meetings

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- H. Meeting roles and responsibilities
 - I. Solving problems as a team
 - 1. The six thinking hats
 - 2. Encouraging brainstorming
 - 3. Collaboration
 - J. Encouraging teamwork as a leader
- IV. Leading multiple generations
- A. Multi-generational teams
 - 1. Baby boomers
 - 2. Generation X
 - 3. Millennials
 - 4. Gen Zs
 - B. Potential differences in attitude
 - 1. Respect
 - 2. Loyalty
 - 3. Work Ethic
 - C. Potential differences in communicating
 - 1. Communication preferences
 - 2. Feedback
 - 3. Speaking up to authority
 - D. Motivate each generation
 - E. Unite employees of all ages
 - 1. Share knowledge
 - 2. Build community
 - F. Comparison and summary of the generations