

AIDT Leadership Skills 3 Outline
Leading Oneself
October 2024

I. Emotional Intelligence

- A. What is emotional intelligence?
- B. Four pillars of emotional intelligence
 - 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. Creative Problem Solving

- A. The creative problem-solving process
 - 1. Information gathering
 - 2. Problem definition
 - 3. Generating solutions
 - 4. Analyzing possible solutions
 - 5. Selecting a solution
 - 6. Planning your next steps
- B. Implementing, evaluating and adapting
- C. Leadership decision continuum

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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
- F. How to delegate
 - 1. What does delegation involve?
 - 2. Guidelines for effective delegation

IV. Taking Initiative/Assertiveness

- A. What is initiative?
- B. Benefits of taking initiative
- 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
- F. Assertiveness skills
 - 1. Definitions and benefits
 - 2. Assertive language
 - 3. Assertive behaviors
 - 4. Advantages of being assertive