COURSE SYLLABUS

Applied Leadership & Management Skills

Practice leadership and management skills for the workplace. Explore leadership styles, communication, team motivation, conflict resolution, and prioritization.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/leadership-management



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Course Outline

Part 1

- Identify the biggest issues that leaders in the workplace face
- Identify and utilize effective communication techniques in order to effectively communicate via email, during presentations, in meetings, and during one-on-one conversations
- Understand how human beings use a range of personality modes in a variety of different situations, and how to master the best approach with each
- Learn how to effectively explain things using principles of brain-based learning
- Learn to communicate goals, feedback, and performance expectations clearly

Part 2

- Understand how to set goals

  Identify blocks that we commonly experience in putting goals into action and how to get rid of those blocks
- Effectively manage conflict in a constructive manner
- Work efficiently with people who seem difficult
- Learn effective behavioral strategies to deal with a range of different behaviors within the work environment and beyond
- Learn time management techniques in order to get it all done, especially in environments where distractions seem to rule the day
- Learn a series of creative thinking techniques to solve problems
- Enhance public speaking and presentation skills for effective leadership communication

  Learn to convey messages clearly and inspire audiences