

EFFECTIVE ORGANIZATIONAL LEADERSHIP

Discover "what matters most" in effective leadership

- Build on existing strengths
- Recognize positive qualities and potential
- Advance beyond ordinary knowledge and skills
- Increase inner strengths at a faster rate
- Develop attitudes and habits that place you at the top
- Practice skills that produce concrete benefits

ONE: Developing a Positive Self-Image

The Relationship Between Self-Image and Effective Leadership
 Choosing Courage
 Overcoming Negative Attitudes
 Creating a Positive Self-Image
 Special Kinds of Courage
 The Benefits of a Positive Self-Image

SIX: Minimizing Stress

Making Stress Work for You
 Managing by Goals
 Identifying Priorities
 Keeping in Touch
 Preventing Burnout
 Keeping Your Perspective

TWO: The Challenge of Effective Leadership

The Purpose of a Leader
 A Leadership Philosophy
 Characteristics of Effective Leadership
 The Rewards of Effective Leadership

SEVEN: Leading Through Communication and Persuasion

Communication - The Human Connection
 Planning the Total Message
 Communicating Verbally
 Listening for the Total Message
 Communicating in Writing
 Giving Instructions
 The Power of Persuasion

THREE: Goal Setting and Organizational Success

The Power of Goal Setting
 Committing to Organizational Goals
 Designing Your Destiny
 Establishing Priorities
 Making Workable Plans

EIGHT: Using Power and Authority Effectively

Sources of Authority and Power
 Making the Most of Power and Authority
 Sharing Power with Team Members
 Enjoying the Benefits of Leadership

FOUR: Human Behavior and Motivation

Methods of Motivation
 Understanding Human Behavior
 Recognizing Behavioral Styles
 Establishing a Motivational Climate

NINE: Decision Making and Problem Solving

Effective Decision Making and Problem Solving
 Goals as the Basis of Decisions
 The Problem-Solving Process
 Creativity in Decision Making and Problem Solving

FIVE: Maximizing Productivity

Bringing Out the Best in Team Members
 Delegating With a Purpose
 Training for Growth and Renewal
 Integrating Personal and Organizational Goals
 Tracking Performance
 Providing Feedback on Performance
 Recognizing and Rewarding Productivity

TEN: Empowering People

Creating a Motivational Climate
 Keys to Increasing Productivity
 Principles of Effective Team Member Development
 Training for Results
 Resolving Problems
 Empowering Yourself
 Final Evaluation