

Course Name	Certified Business Professional Leadership
Course Duration	2 Days
Course Structure	Instructor-Led with Hands-on Labs
Course Overview	This module will introduce you to the requirements of leaders and assist you in developing the skills and characteristics needed for effective leadership. The leadership module covers all of the essentials of today's leaders. This is a hands-on and interactive module that uses real life scenarios to develop practical leadership skills. By the end of the course, learners will have an introduction to effective leadership, understand how to choose the appropriate leadership style, be able to develop a vision and a mission, understand what effective decision making is all about, and learn how to motivate their teams.
Course Outcome	After completing this module, students will be able to demonstrate: <ul style="list-style-type: none"> <li>• Introduction to effective leadership</li> <li>• Choosing the appropriate leadership style</li> <li>• Developing a vision and a mission</li> <li>• Effective decision making</li> <li>• Team motivating for leaders</li> </ul>
Course Details	<p><b>Module 1: Introduction to effective leadership</b></p> <ul style="list-style-type: none"> <li>• What is leadership?</li> <li>• The definition of a leader</li> <li>• The definition of a follower</li> <li>• Characteristics – features that distinguish effective leaders</li> <li>• Skill – a developing talent or ability</li> <li>• Developing a vision</li> <li>• Developing a mission</li> <li>• Working towards achieving goals</li> <li>• Building a cohesive team</li> <li>• Identifying and meeting team needs</li> <li>• Set standards for measuring team performance</li> <li>• Accountability</li> <li>• Motivate</li> <li>• Everyone can be a leader</li> <li>• Circumstances shape leaders</li> <li>• Leaders embrace responsibility</li> <li>• Clear goals</li> <li>• Training</li> <li>• Followers</li> <li>• Leadership vs. Managing</li> </ul> <p><b>Module 2: Choosing the appropriate leadership style</b></p> <ul style="list-style-type: none"> <li>• The transitional nature of leadership</li> <li>• Leadership styles</li> <li>• Relational support</li> <li>• Function support</li> <li>• Telling - high functional, low functional</li> </ul>

	<ul style="list-style-type: none"><li>• Selling - high functional, low functional</li><li>• Participating – low functional, high functional</li><li>• Delegating - low functional, high functional</li><li>• The follower</li><li>• Committed novice – low capability, high motivation</li><li>• Committed expert – high motivation – high capability</li><li>• Uncommitted novice –low capability- low motivation</li><li>• Uncommitted expert –high motivation – low capability</li><li>• Situational leadership</li></ul> <p><b>Module 3: Developing a vision and a mission</b></p> <ul style="list-style-type: none"><li>• Direction and destination</li><li>• Passion</li><li>• What are values?</li><li>• Vision quest</li><li>• Mission statement</li><li>• Develop a mission plan</li><li>• Effectively communication vision as a leader</li></ul> <p><b>Module 4: Effective decision making</b></p> <ul style="list-style-type: none"><li>• Problem identification &amp; analysis</li><li>• Recommending problem resolution guidelines</li><li>• Problem resolution</li><li>• Establishing decision making criteria</li><li>• Rating criteria</li><li>• Risk analysis</li><li>• Cost factors- what are the costs of implementing the decision?</li><li>• Problem resolution</li><li>• Implementing your decision</li></ul> <p><b>Module 5: Team motivating for leaders</b></p> <ul style="list-style-type: none"><li>• Team building</li><li>• Missions, goals, objectives</li><li>• Team member selection</li><li>• Motivation</li><li>• Accountability</li><li>• Ownership</li><li>• Acceptance</li><li>• Authority</li><li>• Team selections</li><li>• Team communication</li><li>• Motivating teams</li><li>• Relevancy</li><li>• Autonomy</li><li>• Security</li><li>• Belonging</li></ul>
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