Course Syllabus

Leadership Skills for Women

One Day • Instructor-led

For women who want to become business leaders, this book uses self-study activities to help readers understand and develop the leadership skills required for business success.

Course Outline

Lesson 1: The Characteristics of Effective Leaders

- Test Your Leadership Potential
- Many Styles of Leadership
- What Style Are You?
- A Leader's Attitude Affects Productivity
- A Leader's Attitude and Vision
- Identifying a Leadership Model
- Prejudices Against Women as Leaders
- Working with Men

Lesson 2: Leading Your Team

- Rate Yourself as an Effective Team Builder
- Characteristics of Highly-Cohesive Teams
- Seven Basics of Team Leadership
- Characteristics of Team Members
- Evaluate Your Team Players?
- What Motivates Your Team?
- Strategies for Motivating Team Players

Lesson 3: Planning Tools

- Goal Setting
- Goal Success Exercise
- Involve Your Team in Goal Setting
- Getting Organized
- Leaders and Time Management
- Leaders and Meetings
- How to Delegate Skillfully
- Decision Making and Leadership

Lesson 4: Leaders are Problem Solvers

- Conflict Resolution Styles
- Resolving Conflict
- Managing Difficult People
- Difficult People Leadership Exercise
- Coaching and Counseling
- The Art of Feedback and Using I Messages
- How to Use Positive Anger
- Stress Busters

Lesson 5: Developing Personal Power

Lesson 6: Summary Having It All

- The Benefits of Being a Woman Leader

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