



Organizational Development, Diversity Integration, Homeland Security Greening Initiatives and Furniture Sales

Essential Skills of Leadership

Course Description

Essential Skills of Leadership is one of two foundation courses in the Vital Learning Corporation Supervision Series, which help to develop skills that are basic to all the other courses in the series. Learners acquire these skills through a variety of exercises and skill building techniques. The audience for this course consists of team leaders, supervisors, and first-line managers.

Essential Skills of Leadership is the first step to developing successful managers. By focusing on three critical management skills, the program establishes a methodology for productive interactions between team members and team leaders. *Essential Skills of Leadership* helps experienced managers, new managers, and aspiring managers refocus on the basics - the skills required to manage the individual while also leading the team.

Course Objectives

Like the team leader in the video, when you have completed the *Essential Skills of Leadership* course, you will be able to:

- Deal with your team members on a day-to-day basis in such a way as to maintain and enhance their self-esteem.
- Base your discussions about performance and work habits on your team member's behaviors rather than on their personalities or attitudes.
- Involve your team members in goal setting, solving problems, and making decisions.