

## Making You a Leader Fast Track

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### Course Summary

#### Description

We do projects to make change. Yet, change will not occur without leadership, and leaders are rare. Leaders make others want to do what the leader wants done. Leaders cause ordinary people to achieve extraordinary things. Managing is not the same as leading, and titles do not make leaders. Seminars can teach you to manage, but they cannot teach you to be a leader. Rather, making a leader takes special techniques--such as our personal development clinics--that can change deep-seated behaviors learned over a lifetime. However, since clinics usually last about ten weeks, this mini clinic was devised as a more convenient alternative. This format places responsibility upon the participant to carry out an extended informal follow-on program after completion of the formal seminar workshop session. During the follow-on period, the participant uses time-condensed methods that simulate the lifetime learning which makes a leader. Therefore, commitment to carrying out these exercises is essential for successful transformation.

#### Objectives

By the end of this course, students will learn:

- Leadership characteristics and practices that are essential for project and personal success.
- Differences between management and leadership, how they conflict, and why leaders are so rare.
- Behaviors leaders use to influence others, up and down, to want to do what the leader wants them to do, even in the absence of formal authority or ability to dispense tangible rewards.
- Special techniques personal development clinics use to change lifetime learning and make leaders.
- How to employ those special techniques in a follow-on mini clinic to develop the leadership skills they need to make their projects successful

#### Topics

- Leadership Characteristics & Role
- Teams and Leadership
- Inspiring and Motivating
- Shared Visions
- Where and How Leaders Are Made
- Setting and Accomplishing Goals
- Defining the Follow-On Program
- Carrying Out the Mini-Clinic

#### Audience

This course has been designed for business and systems professionals who want to improve their ability to lead and influence other people.

#### Duration

One Day

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### Course Outline

- I. Leadership Characteristics & Role**
  - A. How leadership looks and feels
  - B. Management vs. leadership
  - C. Leadership components of project success
  - D. Basic leadership practices; power sources
  - E. Real change leaders in organizations
- II. Teams and Leadership**
  - A. Everyone feels leadership is lacking
  - B. Everyone thinks s/he is a leader
  - C. Results, not actions or intent
  - D. Workgroups, teams, and leaders
  - E. Situational leadership styles
  - F. Coaching and sports analogies to projects
- III. Inspiring and Motivating**
  - A. Gaining commitment to project success
  - B. Communicating that influences others
  - C. Addressing negativism and groupthink
  - D. Conscious and unconscious messages
  - E. Greatest management principle
  - F. Hierarchy of needs effects on projects
  - G. Hygiene factors vs. motivators
  - H. Helping project players get their rewards
  - I. Influencing up and down without authority
  - J. Inspiring the extra efforts projects need
  - K. Energizing the project team
- IV. Shared Visions**
  - A. Relating values and vision to projects
  - B. Getting others to embrace one's vision
  - C. Developing a motivating project vision
- V. Where and How Leaders Are Made**
  - A. Born or made? How do we know?
  - B. Habits of thought that affect project success
  - C. Overcoming self-limiting lifetime learning
  - D. Leader's critical success factors
  - E. Traditional education doesn't make leaders
  - F. Special way--personal development clinics
- VI. Setting and Accomplishing Goals**
  - A. S.M.A.R.T. goals for self and project
  - B. Action plans to achieve your goals
  - C. Visualizing and emotionalizing
- VII. Defining the Follow-On Program**
  - A. Clarifying project leadership objectives
  - B. Breaking into prioritized subgoals
  - C. Establishing rewarding daily achievements
  - D. Special techniques to change habits
- VIII. Carrying Out the Mini-Clinic**
  - A. Working with a follow-up support structure
  - B. Mapping results regularly to goals
  - C. Objectively recording leadership changes
  - D. Self-leadership through the process