Fundamentals of Effective Leadership

TWO-DAY COURSE

Develop the qualities of good leadership that are essential for career and organizational success. Learn to answer important questions about self-leadership, such as: What are my sources of motivation? How important are my values for how I interact with others? How can I **stay strong** in a **turbulent environment**?



LEARNING OBJECTIVES

- Recognize the characteristics of effective vs. ineffective leaders.
- Identify behaviors for each of the four factors that make up the DISC (dominance, influence, steadiness, conscientiousness) model.
- Define strengths and opportunities with people and processes based on the DISC assessment results.
- Identify primary areas of responsibility (PARs) for your role.
- Create goals that are sustainable, measurable, attainable, relevant and time-based.
- Create an action plan where tasks and goals are aligned with and support a PAR.
- Describe ways to evaluate daily, weekly and monthly goals.

- Differentiate the effectiveness between factual, emotional and nonspecific feedback.
- Identify behaviors for decision making, problem-solving and conflict management for each of the four factors that make up the DISC model.
- Develop a solution for a scenario-based problem.
- Apply an Interest-Based Relational (IBR) approach to a conflict management-based scenario.
- Create a one-day plan using the six components of good time management.
- Learn best practices for working and communicating with others.



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DOMINANCE ←

Priorities: Getting immediate results, taking action, challenging self and others

Motivated by: Power and authority competition, winning, success

Fears: Loss of control, being taken advantage of, vulnerability

You will notice: Self-confidence, directness,

forcefulness, risk-taking

Limitations: Lack of concern for others,

impatience, insensitivity

Active
Fast-paced
Assertive
Dynamic

➤ INFLUENCE <</p>

Priorities: Expressing enthusiasm, taking action, encouraging collaboration

Motivated by: Social recognition, group activities, friendly relationships

Fears: Social rejection, disapproval, loss of influence, being ignored

You will notice: Charm, enthusiasm, sociability, optimism, talkativeness

Limitations: Impulsiveness, disorganization, lack of follow-through

Questioning Logic-focused Objective Skeptical Challenging

DISC MODEL

Accepting
People-focused
Empathizing
Receptive
Agreeable

CONSCIENTIOUSNESS ←

Priorities: Ensuring accuracy, maintaining stability, challenging assumptions

Motivated by: Opportunities to use expertise or gain knowledge, attention to quality

Fears: Criticism, slipshod methods, being wrong

You will notice: Precision, analysis, skepticism, reserve, quiet

Limitations: Overly critical, tendency to overanalyze, isolates self

Moderate-paced Calm Methodical Careful

Thoughtful

➤ STEADINESS <</p>

Priorities: Giving support, maintaining stability, enjoying collaboration

Motivated by: Stable environments, sincere appreciation, cooperation, opportunities to help

Fears: Loss of stability, change, loss of harmony, offending others

You will notice: Patience, team player, calm approach, good listener, humility

Limitations: Overly accommodating, tendency to avoid change, indecisiveness

