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THE LEADERSHIP JOURNEY

A 24-course curriculum for executives, managers,
and associates on a career path to management

Now
online
at the
NLC!

The Leadership Journey

BUSINESS TRAINING EXPERTS™

The Leadership Journey is a complete executive training curriculum of 24 concise online self-study courses that support 10 core competencies executives, managers, and supervisors need to achieve extraordinary results. Each course module includes all the support materials necessary for successful training. The Leadership Journey provides all the tools for a comprehensive, ongoing training program.

1. The Foundation of Leadership

What is the essence of effective leadership?
You will learn:

- The difference between leadership and management
- A practical definition for successful leadership
- The essential element of leadership

2. Do You Know Your Followers?

The essential element of leadership is followers!
You will learn:

- The critical nature of knowing your followers
- Five things to know about every follower
- The single most dangerous leadership myth

3. The Recipe for Earning Respect

Are your efforts at earning respect going nowhere? You will learn:

- The three ingredients for successfully earning respect
- How to be consistent
- The value of quality decisions

4. Commandments for Leaders

Successful leaders practice three absolutes.
You will learn:

- The importance of vision and its impact on organizational destination
- The nature of honesty
- How to be an integrity-based leader

5. Cardinal Sins of Leadership

Three actions destroy the ability to lead and influence. You will learn:

- Ways to provide appropriate attention to sensitive issues
- Steps for taking action during difficult times
- Keys to controlling emotions, specifically anger

6. The Power of Empowerment

Is your organization really empowered?
You will learn:

- Two types of organizational authority
- Common applications of power in the workplace
- True empowerment defined

7. Six Levels of Empowerment

What's the difference between empowerment and delegation? You will learn:

- The stumbling blocks of empowering a workforce
- The six levels of empowerment

8. The Essence of Motivation

Leaders agree the biggest professional challenge they face is motivating their people. You will learn:

- Two motivational truths
- Two types of motivation
- Three common organizational motivators

9. Leading the "New Breed"

It's a fact – today's employees are a breed apart.
You will learn:

- Who is the 'new breed' of employee
- Three universal characteristics of the "new breed"
- Practical effects of information, mobility and protection

10. Addressing the Challenges of Change

There is one constant in today's organizations – change! You will learn:

- Three valuable characteristics of change
- Two truths concerning change
- The most important question regarding change

11. Evolving Leadership Styles (#1)

Styles of leadership have changed – have you?
You will learn:

- Two common leadership approaches
- The organizational impact of autocratic leadership
- Three variations of autocratic leadership



LEARNING CENTER

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Find the entire Leadership Journey curriculum online at www.naedlearningcenter.org. The NAED Learning Center is an exclusive member benefit of NAED.

The Leadership Journey curriculum is available online for NAED members through the NLC.

Upon completing the 24 courses of The Leadership Journey, executives, managers, and supervisors will have gained valuable skills based on 10 key leadership competencies:

- Accountability & Responsibility
- Coaching / Mentoring
- Communication
- Conflict Resolution
- Dealing with Change
- Empowerment
- Improving Attitudes
- Motivating Others
- Teamwork
- Trust & Integrity

12. Evolving Leadership Styles (#2)

Leadership styles change as employees change. You will learn:

- What is democratic leadership?
- Three necessary aspects of democratic leadership

13. The Nature of Human Nature (#1) “Methods for Determining Individual Needs”

As a leader, do you often find it difficult to understand the behavior of people around you?

You will learn:

- The cornerstone of all human behavior
- Three methods for determining individual needs

14. The Nature of Human Nature (#2) “The Results of Unsatisfied Needs”

Are people working for you or against you?

You will learn:

- Three predictable responses to unsatisfied needs
- Two types of professional withdrawal
- The effects of withdrawal, aggression, and rationalization

15. The Nature of Human Nature (#3) “Facing the Fearsome Facts”

One of the greatest barriers to professional success is fear. You will learn:

- How professional fears develop
- How to replace fear with confidence
- The four universal fears and their professional impact

16. Earning the Right to be Heard

Do you have great ideas to share, but no one is listening? You will learn:

- The impact of communication on leadership success
- Specific barriers to “being heard”
- Five questions you must anticipate and answer

17. Who Wants to be Trusted?

Trust serves as the foundation of all positive human interactions. You will learn:

- The critical nature of trust in professional relationships
- The key factor in trust
- Five steps to establishing trust among leaders and followers

18. Understanding Human Conflict and Confrontation

As long as there are people, there will be people problems. You will learn:

- The difference between conflict and confrontation
- Two types of professional confrontation

19. Practical Steps for Managing Confrontation

If one can predict a crisis, the crisis can be avoided. You will learn:

- How to prepare for confrontation
- Steps to manage emotions
- Methods to maintain two-way communication

20. Five Steps to Effective Decision-Making

Successful decision-making is a key to building a successful leadership foundation. You will learn:

- How to develop decision-making tools
- How to position yourself for decision-making success
- The critical nature of timing on decisions

21. Pitfalls of a Losing Attitude

Often it is our attitude that hinders our ability to lead. You will learn:

- How attitude affects leadership ability
- Gossip – the attitude killer
- Four pitfalls of a losing attitude

22. Cornerstones of a Winning Attitude

Are winning attitudes born or built? You will learn:

- The role of a positive attitude in successful leadership
- How to demonstrate professional courage
- Four cornerstones of a winning attitude

23. The Secrets of High Achievers

Why do some people consistently outperform others? You will learn:

- What makes high-achievers different
- Seven criteria for making effective goals
- Six habits high-achievers employ

24. Professional-Enhancement Ideas

Do people see you as the leader and the professional you wish to be? You will learn:

- The importance of professionalism
- How to establish a professional presence
- The magic of doing more than is expected



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