



# HEROTEC

NETWORK PROFESSIONAL TRAINING

## Leadership Skills

Related Certificate	Leadership Skills
Course ID	978-0-470-97211-3
Audience	Intermediate
Hours	24

## Overview:

It takes time and effort to develop a range of leadership styles which work for you and those around you as well as discovering how to become comfortable leading others. Leadership can be a lonely occupation; Leadership For Dummies is your ideal companion. John Marrin explores the fine line between managing and leading and the book is full of tips for making the most of your leadership experiences and how to cope with the dilemmas and discomfort all leaders at some point experience.

## Objectives:

ship skills in crucial conversations  
How to take the lead  
Developing a Sense of Purpose

## Outlines:

- **Part I: Introducing Leadership.**
  - Chapter 1: Taking the Lead.
  - Chapter 2: Pinning Down the Meaning of Leadership.
  - Chapter 3: Leadership and Management: Two Sides of the Same Coin.
- **Part II: Leading Yourself.**
  - Chapter 4: Leading 'Inside Out': Knowing Yourself to Become a Better Leader.
  - Chapter 5: Singing Your Leadership Song: Being in Tune with Your Values.
  - Chapter 6: Stepping Up to Leadership: Handling Dilemmas.
- **Part III: Leading Others.**
  - Chapter 7: Developing a Sense of Purpose.
  - Chapter 8: Employing the Power of Engaging Leadership.
  - Chapter 9: Becoming an Engaging Leader.
  - Chapter 10: Modifying Your Leadership Style.
  - Chapter 11: Leading People to Peak Performance.
- **Part IV: Leading People Through Change.**
  - Chapter 12: Diving into a Sea of Change.
  - Chapter 13: Transforming Workplace Culture: A Leader's Approach.
  - Chapter 14: Reinforcing a New Culture: Maintaining Your Workplace Changes.
- **Part V: Leading Different Types of Team.**
  - Chapter 15: Leading Your Own Team.
  - Chapter 16: Taking on a Project Team.
  - Chapter 17: Facilitating Virtual Teams.
  - Chapter 18: Leading Your Senior Management Team.
- **Part VI: The Part of Tens.**
  - Chapter 19: Ten Tips on Taking the Lead.
  - Chapter 20: Ten Tips for Leading Yourself.
  - Chapter 21: Ten Tips for Engaging People.

## Contacts:

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