Leadership Skills Course Outline

Unit 1: Blackstone’s Skills for Success
   Chapter 1: Discover How You Learn
   Chapter 2: Find a Place to Study
   Chapter 3: Learn How to Study

Unit 2: Management Practices & Principles
   Chapter 1: The Supervisor: Manager and Leader
   Chapter 2: Effective Communication
   Chapter 3: Creating a Positive Work Climate
   Chapter 4: Building Teams and Managing Conflict
   Chapter 5: Delegation
   Chapter 6: Developing Job Expectations
   Chapter 7: Recruiting Employees
   Chapter 8: Selecting Employees
   Chapter 9: Orienting and Training Employees
   Chapter 10: Performance Evaluation
   Chapter 11: Disciplining Employees

Unit 3: Interpersonal Communications
   Chapter 1: Aspects of a Positive Workplace Environment
   Chapter 2: Communication
   Chapter 3: Diversity in the Workplace
   Chapter 4: Team Building
Unit 4: Critical Thinking Skills

  Chapter 1: Introduction to Critical Thinking and the PANIC Method
  Chapter 2: Inference and Judgment
  Chapter 3: Metacognition
  Chapter 4: Forming Strong Conclusions through Predicting
  Chapter 5: Rhetorical Strategies
  Chapter 6: Critical Theories
  Chapter 7: Deductive Reasoning
  Chapter 8: Emotional Intelligence and Critical Thinking

Unit 5: Time & Stress Management

  Chapter 1: LifeTime Patterns (Values)
  Chapter 2: The Power of LifeTime Habits
  Chapter 3: Goals, Objectives, and Outcomes
  Chapter 4: Choosing Your Priorities
  Chapter 5: Planning and Scheduling Activities
  Chapter 6: Interruptions, the #1 TimeThief
  Chapter 7: TimeLogs
  Chapter 8: TimeTips
  Chapter 9: Self-Esteem and Time Management
  Chapter 10: Stress Management