



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