

Leadership Skills

COURSE BROCHURE



YOUR Course Overview

Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn best as well as your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be compared along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

Blackstone Typing Tutor
(accessible through the Online Student Center)

Unit 2 Management Practices & Principles

You will read about the role of a supervisor as both a manager and leader and how the roles of a manager take part in delegation, developing job expectations, employee recruitment and selection, training, performance evaluation, and discipline. Additionally, learn the importance and steps on how to create an effective workplace environment through communication, a positive work climate, team building and conflict management.

Unit 3 Interpersonal Communications

Unit 3 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. By touching on the fundamentals of effective communication, maximizing your speaking and listening skills, and proper use of body language to communicate messages, you will also learn about the benefits of working in a culturally diverse environment and how to overcome communication barriers caused by diversity. Finally, this unit will explore team building strategies.

IN BRIEF

Blackstone Career Institute's online certificate courses enable you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Leadership Skills certificate, along with the skills and confidence necessary to achieve your professional development goals. Additionally, some employers will sponsor your training through tuition reimbursement programs.

Unit 4 Critical Thinking Skills

As a student, it is important to develop your critical thinking skills. Practice the use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning through this unit. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

Unit 5 Time & Stress Management

Minimizing stress and maximizing productivity is one of the greatest skill-sets taught in this course. This is done by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals. are also covered.



What you receive with your course

Your course consists of five units, including the following electronic resources, to assist you step-by-step through the course.



Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire course you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.