

LEADERSHIP SKILLS PROGRAM OUTLINE



PROGRAM OVERVIEW

Blackstone's Leadership Skills certificate course will provide you with the fundamentals of supervising and working with others, leading, and motivating a team, and managing human resources. Effective leadership requires an understanding of people and diversity, an ability to adapt to change, critical thinking skills, and knowledge of decision-making and planning processes, all of which are covered in this course. Knowledge of management and human resource principles and practices provides insight into important processes such as hiring, and conflict management along with model behavior for those in leadership positions.

PROGRAM OUTLINE

Unit 1 | Blackstone's Skills for Success

Unit 2 | Management Practices & Principles

Unit 3 | Interpersonal Communications

Unit 4 | Critical Thinking Skills

Unit 5 | Time & Stress Management

Blackstone's Skills for Success

UNIT 1



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

Management Practices & Principles

UNIT 2

Lesson 2 covers being a supervisor, how to use effective communication, creating a positive work climate, delegation, building teams and managing conflicts within a workplace, developing job expectations, recruiting & selecting employees, orientation and training of new employees, performance evaluations, and disciplining employees.

Interpersonal Communications

UNIT 3



This lesson expands on communication in the workplace. It covers the aspects of positive workplace environments, communication, diversity and team building in the workplace.

Critical Thinking Skills

UNIT 4

In this lesson, you will cover critical thinking and the PANIC method, inference & judgement skills, metacognition, forming strong conclusions through predicting, rhetorical strategies, critical theories, deductive reasoning and emotional intelligence.

Time and Stress Management

UNIT 5



This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.

PROGRAM OUTCOMES

Explain the traditional functions of management

Describe the types of skills that managers need to effectively perform their jobs

List guidelines for creative positive climate and motivating employees

Explain the utilization of critical thoughts and theories in real world applications such as problem solving

Develop a solid understanding of essential communication skills

Recognize the need for cultural awareness

Explain the attributes to effective teamwork and learn how to develop a team

Learn time management strategies



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