

Developing Transformational Leaders

Program Modules

Topic Area	Topics Functional	Time in Hours	# of Pages
<i>Communication Skills</i>	<i>Changing Others With Feedback</i>	5	38
<i>Communication Skills</i>	<i>Fine Tuning Organizational Information Flows</i>	2	19
<i>Communication Skills</i>	<i>The Art of Persuasion</i>	5	28
<i>Communication Skills</i>	<i>The Power of Effective Listening</i>	4	49
<i>Communication Skills</i>	<i>Improving Interpersonal Communication</i>	3	25
<i>Communication Skills</i>	<i>Judging a Book by Its Cover: Reading Nonverbals</i>	2	17
<i>Communication Skills</i>	<i>How to Use Questions In Business</i>	2	19
<i>Communication Skills</i>	<i>Delivering Dynamite Presentations</i>	2	19
<i>Communication Skills</i>	<i>Concluding Presentations</i>	3	
<i>Facilitator Skills</i>	<i>Running Top-Drawer Meetings</i>	2	23
<i>Facilitator Skills</i>	<i>Building High Performance Teams</i>	4	43

Topic Area	Topics Functional	Time in Hours	# of Pages
<i>Facilitator Skills</i>	<i>How To Set-up Teams</i>	5	27
<i>Facilitator Skills</i>	<i>Mastering Group Communication Roles</i>	5	43
<i>Facilitator Skills</i>	<i>Understanding and Changing Group Norms</i>	3	30
<i>Leadership</i>	<i>The Foundations For Effective Leadership</i>	4	33
<i>Leadership</i>	<i>How To Coach</i>	3	39
<i>Leadership</i>	<i>Turning Conflict Into Cooperation</i>	3	28
<i>Leadership</i>	<i>Enhancing Your Influence At Work</i>	3	23
<i>Leadership</i>	<i>Establishing Strong and Lasting Relationships</i>	3	18
<i>Leadership</i>	<i>Dealing With Difficult Individuals</i>	3	20
<i>Leadership</i>	<i>The Top Skills CEOs Want in Their Executives</i>	1	12
<i>Leadership</i>	<i>Setting the Right Kinds of Goals and Objectives</i>	4	25
<i>Leadership</i>	<i>Becoming A Great Transformational Leader</i>	4	25
<i>Leadership</i>	<i>Practical Techniques For Mastering New Skills</i>	3	15
<i>Leadership</i>	<i>Practical Counseling Techniques</i>	3	16
<i>Leadership</i>	<i>Choosing The Right Leadership Style</i>	3	18
<i>Leadership</i>	<i>How To Emerge as a Strong Leader</i>	2	22

Topic Area	Topics Functional	Time in Hours	# of Pages
Leadership	Setting Powerful Positive Expectations	2	16
Motivation	Must Understand Theories of Human Motivation	5	31
Motivation	The ABCs of Performance Management	9	70
Motivation	Decreasing Undesired Behaviors	4	17
Self-Mastery	The Secrets of Mastering Stress	7	91
Self-Mastery	Unlocking the Creative Edge	6	47
Self-Mastery	Using Your Brain For a Change	5	44

Total :

123

990